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THE PROVINCIAL BUREAUCRACY: FUNCTIONS AND STRUCTURE

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This publication contains a translation of selected portions of the Chinese Government document **OUTLINE OF THE ORGANIZATIONAL STRUCTURE OF CHINESE PROVINCIAL, AUTONOMOUS REGION AND MUNICIPAL PARTY, GOVERNMENT, AND MASS ORGANIZATIONS** issued by the Chinese Ministry of Personnel Local Structure Organization Management Staff in 1989, 468 pages. Part I is translated in full; one section of Part II is translated as a sample of a typical provincial bureaucratic structure; Part III is not translated. Page numbers refer to pages in this publication.

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BASIC FUNCTIONS OF PARTY, GOVERNMENT AND MASS ORGANIZATION WORK DEPARTMENTS

Party Committee Work Departments

91P30178A Beijing ZHONGHUA RENMIN
GONGHEGUO SHENG ZIZHIQU ZHISHIASHI
DANG ZHENG QUN JIGUAN ZUZHI JIGOU
GAIYAO [OUTLINE OF THE ORGANIZATIONAL
STRUCTURE OF CHINESE PROVINCIAL,
AUTONOMOUS REGION AND MUNICIPAL PARTY,
GOVERNMENT AND MASS ORGANIZATIONS] in
Chinese 1989

General Office

[Text] Primary mission:

Under the direct leadership of the provincial committee principal secretary, in accordance with the line, principles and policies of the center and the provincial committee's instructions, competently carry out investigation and research, the work of the secretariat, daily business and all concrete tasks referred by the provincial committee, be of service to the work of the provincial committee leadership, serve the organization's cadres and staff workers.

Areas of responsibility:

1. Be responsible for drafting and approving documents issued by the provincial committee and the provincial committee general office; the distribution, inspection, approval for action and designation for action of incoming documents; the printing (reproduction) and distribution of central and provincial committee documents; the mimeographing and printing of the documents and published material of all departments of the organization; the control, circulation and release of the documents and materials of the provincial committee leading comrades; the security, destruction and retirement of documents; the collation and filing of documents and books; the control of [official] seals. The drafting or participation in the drafting of the reports and speeches of the provincial committee's main leading comrades.

2. Be responsible for the organization, arrangement and service to the provincial committee plenums, the meetings of the provincial committee standing committee, the office meetings of the provincial committee standing committee and other meetings convened by the provincial committee; service to the official activities and social activities of the provincial committees leading comrades. Compile the minutes of the provincial committee standing committee meetings and of the standing committee office meetings.

3. Be responsible for the transmission, implementation and realization of the provincial committee's relevant instructions and the relevant proposals of the provincial committee leading comrades; assist the provincial committee in linking up and coordinating higher and lower level and lateral relationships; supervise and urge the

handling and realization of matters decided by the provincial committee and matters approved by the leading comrades. Be responsible for investigating and dealing with instructions regarding the relevant matters made by central and the provincial committee leading comrades.

4. Be responsible for the synthesis of informational feedback and situation [reports] on major work throughout the province and at all times; in a timely manner accurately report on the relevant situation, initiate work proposals to the provincial committee and the center.

5. Be responsible for the reception and transmission of communications of the provincial committee organs, the reception and transmission, delivery of codes, facsimile transmissions and secure telephone [service] of organs directly subordinate to the province; for undertaking confidential communications/travel missions.

6. Be responsible for the organization and conduct of the work with mail from and visits by people of the whole province and the work of handling provincial committee mail, visits and accommodations.

7. Be responsible for directing the secretarial, confidential, and correspondence and visitation work of the whole province and for the training of the staff.

8. Be responsible for reception and service to leading comrades of the center and leading comrades of all departments of the center who come to visit the province; for the reception work for leading comrades from all fraternal provinces and cities and for the reception work for conferences related thereto.

9. Be responsible for the administrative and actual work of the maintenance of capital structures, installation of electricity and machinery, personal service, grounds maintenance, vehicle control, materials supplies, control of finances, and health maintenance for the provincial committee organs, for the personal services for the provincial committee leading comrades, and the control and service work for the cadre of the provincial committee organs on special retirement [lixiu] or ordinary retirement [tuixiu].

10. Be responsible for the work of securing and protecting the provincial committee organs, for guaranteeing the normal work order for the organs.

11. Do well the ideological and political work of the office, the control of the cadre and the personnel work of the workers, the education of party members and the inspection of discipline.

12. Accept and carry out such other work assigned by the leading comrades of the provincial committee.

Organization Department

Primary mission:

Under the leadership of the provincial committee and the guidance of the central organization department, competently carry out the line, principles and policies of the party regarding organizational work, supervise the party cadre, supervise the party members, supervise party

life, be cognizant of the situation extant under the democratic dictatorship, investigate the implementation of the party's resolutions on organizational work. Competently carry out the principles of the "four modernizations" in regards to the cadre ranks, reform the structure of the leading groups and the cadre system; enhance the quality of the cadre ranks, further strengthen and perfect the leadership of the party, enhance the fighting capacity of the party organization, guarantee the implementation organizationally of the party's political line, promote and ensure the smooth progress of the four modernizations.

Areas of responsibility:

1. Competently carry out the principles and policies of the center and the provincial committee concerning aspects of organization and cadre work.
2. Do well the "four modernizations" work for the cadre ranks, especially for the leading groups at all levels. Investigate and research problem areas concerning reform of the cadre system, the management of cadres and cadre policies.
3. Be responsible for the reporting on the testing, hiring and dismissal of cadre managed by the provincial committee.
4. Be responsible for the testing and management of reserve cadres at the prefectural office level.
5. Research and guide the work dealing with the implementation of cadre policies and intellectuals policies, etc.
6. Formulate the cadre yearly training plan and the annual plan; organize the running and inspect the implementation.
7. Supervise, promote and inspect the establishment and completeness of all systems of life within the party; be responsible for handling well the establishment of basic level party organizations throughout the province and the development, management and education of party members, etc.
8. Be responsible for the political history investigations of cadre managed by the provincial committee and reexamination and redress of wrongful, false and misjudged cases.

Propaganda Department

Primary mission:

The provincial committee propaganda department under the direct guidance of the provincial committee, has overall responsibility for the frontline work in propaganda, theory, literature and arts, news media, and publishing; to aid the provincial committee in grasping ideology, grasping theory, grasping policies; has personal responsibility for the cadre in the propaganda, literary and educational systems directly under the province. Centering itself on the overall mission of the party in the new historical period and the work at all times, it is to strengthen investigation and research, have a grasp on ideological trends, organize cadre theoretical studies, launch various

propaganda and ideological study activities, strengthen the building of the socialist spiritual society having the communist ideology as the core.

Areas of responsibility:

1. To propagandize and implement the line and all principles and policies of the center and the provincial committee; to propagandize Marxism-Leninism and Mao Zedong Thought, to synthesize, exchange and expand ideological political work experiences.
2. As regards principles and policies, effect guidance for all newspapers and magazines, broadcasts, television, literary, artistic and publishing work throughout the province.
3. The work of establishing the provincial propaganda ranks and the management of the cadre of the department and of secondary level units subordinate to the bureau.
4. As regards principles and policies, effect guidance over the theoretical research, cadre education, party member education, and political theory education in higher education schools and institutes.
5. Be responsible for extra-provincial propaganda work.
6. Be responsible for the establishment of civilized units.
7. Be responsible for establishment of basic level party organizations in the propaganda system directly subordinate to the province.
8. Assist the provincial committee organization department in managing the leading groups at the office [ting] (bureau [ju]) level and the cadre at the office (bureau) level in the propaganda system directly under the province.

United Front Department

Primary mission:

To carry out work under the direct guidance of the provincial committee and the guidance of the central United Front departments. In the main this is to as far as possible unite all the forces that can be united, mobilize all activist factors, energetically develop the broadest possible patriotic united front. To serve the consolidation and development of the province's stable and unified political condition; to serve the promotion of the socialist material civilization, spiritual civilization and the democratic legal system; to struggle to expedite the realization of the "one country two systems" principle, to realize the goal of the unification of the fatherland and the vigorous development of the PRC.

Areas of responsibility:

1. In accordance with the principles of "long term coexistence, mutual supervision," "mutual devotion, sharing honor or disgrace," actively develop the work of the democratic political parties, give full play to the positive role of the democratic political parties in socialist modernization and in the return of Taiwan to the fatherland and the great task of unifying the fatherland.
2. Implement the party's policies on intellectuals, strengthen the work with nonparty intellectuals, do well in

the cooperative and common work relationship between the party and nonparty intellectuals, open up opportunities for talent, do well the work of assigning and utilizing nonparty intellectuals.

3. Competently carry out the party's policy concerning former industrialists and businessmen, strengthen the work of the associations of industry and commerce, mobilize the activism of the former industrialists and businessmen, do well the work of economic consultation service and specialized training, make full use of their knowledge and talents in production management and administration to serve the four modernizations.

4. Strengthen the work related to Taiwan, do well in propaganda and communications with Taiwan; receive and settle personnel who come to the mainland to live; develop commercial, postal and sea-borne communications; accomplish the tasks assigned by the center and the provincial committee; make a contribution to the early realization of Taiwan's return to the fatherland.

5. Carry out the party policies regarding rebels who have crossed over to our side, strengthen the work with Kuomintang rebel personnel who have crossed over to our side; urge them to play an active role in propagandizing the fulfillment of the party's principles and policies regarding Taiwan in order to make a contribution to the great task of unifying the fatherland.

6. Conscientiously carry out the party's policies regarding Taiwan compatriots and those of Taiwanese descent; strengthen the work of the [All China] Federation of Taiwan Compatriots.

7. Carry out the party's nationalities policies; strengthen the united front work with the upper circles of the minorities; consolidate and develop socialist new types of nationalities' relationships; intensify the unity of the nationalities.

8. Competently carry out the party's policies on religious freedom; develop the united front work with the upper circles of the religious community.

9. Conscientiously carry out the regulations of the center; be responsible for the personal investigations of nonparty personnel and the administrative education, testing, assignment and dismissal of cadre.

10. Strengthen the unity and cooperation of the party and nonparty people; actively develop democratic consultation work in order to give full play to the active role in the nation's political life of the democratic parties and the people unaffiliated with any party.

11. Support all democratic parties, industrialist-businessmen associations, the Taiwan Federation, the Huangpu Schoolmates' Association and religious patriotic organizations; within the limits of constitutional authority and mission responsibilities, independently and freely develop the work; assist them in harmonizing internal relationships, create the conditions for work and solve real problems.

12. Be responsible for the work related to personnel of the Revolution of 1911 and their dependents, former Kuomintang of county/regiment or higher rank who have been magnanimously pardoned and other amnestied personnel.

13. Actively assist the foreign affairs departments and Overseas Chinese affairs departments in the united front work with upper level united front prospects among the Hong Kong and Macao compatriots and overseas compatriots.

14. Develop international united front work. Support and coordinate with concerned departments in doing well foreign affairs reception, liaison and other work.

Politics and Law Committee

Primary mission:

Be responsible for understanding and having control of the situation of the political and legal departments of the entire province in carrying out the center's relevant lines, principles and policies and the nation's laws and decrees, the situation with the leading groups of the political and legal organs directly under the province and of the political and legal cadre ranks of the entire province; and to initiate specific investigations and research into related problems. At the same time, be responsible for carrying out work relevant to political and legal aspects as assigned by the provincial committee.

Areas of responsibility:

1. In accordance with the center's principles and policies, and the instructions of the provincial committee, make uniform disposition and take uniform action in regard to major questions of common concern to the political and legal departments.

2. Coordinate the work of all the political and legal departments, settle the division of labor and the cooperative work between elements; assist the provincial committee in organizing the entire province in the struggle to fight crime and criminal activities.

3. Organize combined official business, the discussion and research into major difficult cases disputed between the provincial state, procuratorate and judicial offices or between the provincial state, procuratorate or judicial offices and the prefectures or cities.

4. Assist the party committee and the government to organize and urge the entire party and the entire society to carry out public order through comprehensive government.

5. Investigate new situations, research new problems, summarize new experiences, accommodate the new situations, strengthen and reform political and legal work; organize further research into policies, laws and theories.

6. Investigate and supervise the political and legal organs in competently carrying out the party's line, principles and policies and the nation's laws and decrees.

7. Assist the provincial committee and the organizational departments in examining the situation with the leading

groups in the political and legal system; propose adjustments, hirings and dismissals, rewards and punishments; research and strengthen the build-up of the political and legal ranks, especially the build-up of the leading groups.

8. In a timely manner inform the party committee, the government and the higher level political and legal committees of important situations; carry out the work assigned by the party committee and the higher levels.

Rural Work Department

Primary mission:

Under the leadership of the provincial committee, be responsible for investigating and being cognizant of the situation regarding the implementation of the party's rural lines, principles and policies; provide the provincial committee with ample data and proposals regarding macroscopic strategies on rural work problems in order to hasten rural reform and promote the incessant rise in the level of productivity.

Areas of responsibility:

1. In accordance with rural reform and the development of the commodity economy, research and determine the principles and strategies of the development of agriculture, forestry, sideline production, fisheries, industry, commerce, construction, transportation and services.
2. Investigate and research the perfection of overall management after the implementation of the system of household contract responsibility linked to production.
3. Investigate, research and implement the principles and policies relevant to rural science and technology and education.
4. Investigate and research questions regarding the maturation of the rural markets and urban-rural relationships.
5. Investigate and research the situation and problems related to ideological and political work and the establishment of grassroots political authority in the rural areas throughout the province.
6. Represent the provincial committee in managing a number of cadre in rural enterprises and institutions.
7. Make comprehensive reports on, investigate and guide the relevant municipal, prefectural, autonomous counties, counties and departments directly subordinate to the province in competently carrying out the center's and the provincial committee's rural work principles and policies.
8. Accomplish such other tasks assigned by the provincial committee.

Policy Research Office

Primary mission:

Under the guidance of the provincial committee, centering on the core work and major tasks at any time of the provincial committee; carry out investigation and research on policy matters having a comprehensive or strategic nature; provide policy data and policy proposals;

assist the provincial committee to grasp the trends in the overall situation; complete the informational and reaction work following the [implementation of the] policies; play the role of comprehensive staff and advisory department.

Areas of responsibility:

1. Be responsible for investigation and research work on the cities' economic aspects (to include industry, communications, internal and external trade, urban construction, finances and taxes, industrial and commercial administration, prices, wages, etc.).
2. Be responsible for research on comprehensive topics in politics, economics and sociology; undertake ad hoc research as authorized by the provincial committee; do well service tasks of synthesizing, coordinating and carrying out policy inspection and advisement; complete the provincial internal work plan, summation and committee reports, drafting of leaders' speeches and such other tasks assigned by the leaders.
3. Be responsible for investigation and research in politics and ideology, culture and education, and science and technology.
4. Be responsible for collecting and supplying internal provincial and external information, management of materials and the analysis of materials; centering on the subjects of investigation and research, establish databases, edit publications, etc.
5. Be responsible for work of investigation and research into aspects of the rural economy (including rural industry, forestry, water resources, township enterprises, diversified economy).

Subordinate Organs' Party Committee

Primary responsibilities and mission:

1. Propose the construction program of the party in organs directly subordinate to the provincial committee; guide the basic level party organizations in doing well the party's ideological construction; organize proposals regarding construction and work style; do well the party member administration of education work.
2. Be responsible for approving the appointment and dismissal of the subordinate party party committees, secretaries (of directly subordinate general branches [zongzhi] and branches [zhibu]), deputy secretaries, discipline committee secretaries and deputy secretaries; deliberate and approve disciplinary decisions on violations of party discipline by party members and cadre.
3. Guide the various levels of party organizations in the inspections of party members, especially of party member leadership cadre; in a timely manner report to the provincial committee the situations involving the leading groups and leadership cadre of the departments, committees, offices, bureaus and mass organizations.
4. Be responsible for the theoretical studies and training of the cadre in organs directly subordinate to the party committee.

5. Guide the work of the discipline inspection committees, the labor unions, and CYL [Communist Youth League] committees of the organs directly under the provincial committee.

6. Carry out such other tasks as assigned by the provincial committee.

Veteran Cadres Bureau

Primary mission:

Under the leadership of the provincial committee and the provincial government, conscientiously carry out the party's line, principles and policies regarding veteran cadre work; in accordance with the relevant regulations of the center, summarize the actual situation of the province, set forth concrete work principles and methods of realization, summarize and exchange experiences, investigate and guide the development of the entire province's veteran cadre work.

Areas of responsibility:

1. Competently carry out the center's and the State Council's principles and policies regarding retired cadre and the relevant regulations of the provincial committee and the provincial government; carry out and induce the performance of the tasks decided upon by the provincial committee veteran cadre work leading group; in accordance with the actual conditions of the province, research and formulate concrete policies, regulations and methods.

2. Supervise, urge on, inspect and guide the retired cadre work of the entire province; in a timely manner report to the provincial committee the situation in the veteran cadre work and assist the relevant departments in accomplishing the work.

3. Investigate and understand conditions and problems related to the retired cadres' political treatment and lifestyle treatment; put forward proposals and methods to solve problems. Supervise and urge on the relevant departments to conscientiously implement the "two treatments" work.

4. Conscientiously work to have the retired cadres play their role. Summarize experience, set up models, propagandize their past contributions and their new accomplishments. Assist the relevant departments in doing well in retired cadre political ideological work.

5. Conscientiously complete the work of settling retired cadre in the province and the approval of cadres receiving deputy office/department (prefectural, special prefectural) level treatment.

6. Organize and arrange the work related to retired cadres exiting the province to attend industrial and agricultural construction events and for their short term rest and recuperation.

7. Assist the concerned departments in constructing health maintenance and sickness treatment facilities for retired cadres and post mortem arrangements for retired cadre.

8. Inspect and guide the construction of retired cadre activity facilities and promote various types of beneficial activities.

9. Inspect and guide the construction of universities throughout the province and the teaching and administrative work of the retired cadre universities.

10. Inspect and guide the various departments at all levels in conscientiously handling and reasonably utilizing the retired cadres public funds and their special funds.

11. Systematize and grasp the registers of and the basic situations of the veteran cadre of the Four Periods; do a good job on the statistical work of the veteran cadre population.

12. Coordinate with the concerned departments in conscientiously accommodating and serving the veteran cadre from outside the province who come to visit or to visit relatives and friends.

13. Accommodate and handle communications with and visits by retired cadre and other retired cadre work.

Security Bureau

Primary mission:

Conscientiously carry out the party's and nation's relevant principles and policies; under the guidance of the provincial committee and the provincial government, be responsible for the comprehensive inspection and management of the entire province's security [baomi] work; be strict in security discipline; prevent leaks.

Areas of responsibility:

1. Conscientiously carry out the principles, policies, decisions and instructions of the center, the State Council, the provincial committee and the provincial government regarding security work.

2. Be responsible for reporting the situation in provincial security work to the State Security Bureau, the provincial committee, the provincial government, the provincial security committee; put forward proposals for improving and strengthening the comprehensiveness and the policy nature of security work; carry out the substantive work assigned by the State Security Bureau, the provincial committee, the provincial government and the provincial security committee.

3. Organize, inspect and supervise the implementation of the "Security Law" and summarizing this province's situation, set down detailed rules and regulations for implementation, and having obtained the approval of the provincial government, promulgate them.

4. Set out the security rules and regulations for the entire province; provide guidance and advice concerning the boundaries of security laws and policies.

5. Be responsible for setting forth the security work plan for the entire province and organize its implementation.

6. Be responsible for the work concerning the examination and revision of the scope of security work, the levels of security, and security time limits, etc. as stipulated by the "Security Law."

7. Be responsible for coordinating all aspects of security work between the party, government, the military and civilian organizations. Guide the security work of all prefectures and all departments.

8. Organize and develop security investigations; supervise the investigation and handling of major security leaks by all prefectures and all departments. In regards to especially important or major leaks involving several departments, directly organize the concerned departments' investigation and handling of the matter.

9. Organize the concerned departments to initiate remedial measures regarding the leaked secrets.

10. Coordinate and resolve disputes and contradictions arising within the province between various prefectures and various departments over security matters.

11. Coordinate, guide, supervise and investigate communications security for the entire province. Examine the research and development, production, sale and import and export of security equipment and report to the central security committee for approvals.

12. Provide security technological support for the provincial committee, the provincial government leaders and the leadership organs, and be responsible for the normal day to day administration and maintenance.

13. Be responsible for the technical investigation of overhead signals security breaches.

14. Be responsible for security propaganda education work; compile and produce security education material; arrange the shooting and showing of security education movies and television programs.

15. Be responsible for setting forth the plans for educating the security cadre and organize their implementation.

16. Hold and chair security work conferences; summarize and exchange experiences; commend the advanced and guide the work.

17. In coordination with the concerned departments, set out the security measures which involve the state's secret important projects and major activities and oversee their implementation.

18. Accomplish such other tasks as given by the state Security department, the provincial committee and the provincial government.

Discipline Inspection Committee

Primary mission:

Under the guidance of the provincial committee and the central Discipline Committee, in accordance with the regulations of the party constitution, the primary mission of the provincial committee discipline inspection committee is: uphold the party constitution and other important rules and regulations; investigate the implementation of the party's line, principles and policies and resolutions; "concentrate efforts on maintaining party discipline, assist the party committee in supervising party work style," give full play to "protect, punish, supervise,

educate" functions; promote the maintenance of unity of the party organizations at all levels throughout the province and the broad masses of party members with the party center in political matters. Guarantee and promote the healthy development of the reform of the economic system and the reform of the political system and the smooth progress of socialist modernization.

Areas of responsibility:

1. Supervise the implementation of the party's line, principles, policies and resolutions and the implementation of democratic centralism as well as ideological style by party leading cadre of the same [appropriate] level, by party leading cadre above the deputy prefectural or office (ting) level under the supervision of the provincial committee, by party leading cadre above the deputy office level under the supervision of the provincial committee at the request of units directly subordinate to the center, and by retired or on leave party leading cadre falling in the above categories.

2. Under the unified leadership of the provincial committee, coordinate the conscientious strengthening of party style education, especially grasping education in party discipline, enhancing the party members' concept of discipline, and raising their self consciousness for observing discipline and obeying the law.

3. Investigate cases of violation of discipline by the above mentioned cadre under provincial supervision and other major violations of discipline.

4. In accordance with the regulation on limits on the approval authority for handling discipline violations by party members, punish the party members violating party discipline, eliminating corrupt elements from the party.

5. Accept and hear reports of offenses and accusations against party members and party organizations; accept and hear the appeals of party members and party organizations. Protect the democratic rights of the party members and prevent violations against them.

6. Summarize the actual situation in this province, research and set forth the decisions and regulations establishing the party style and enforcement of party discipline.

7. Guide the entire province's discipline inspection work, summarize and exchange experiences.

8. Strengthen and amplify discipline inspection organizations, train discipline inspection cadre, strengthen the build-up of the discipline inspection ranks.

9. Within the limits of authority for managing cadre, carry out testing, appointment and dismissals, assignments and reorganization.

10. Carry out management, education and enhanced training of all the cadre and staff in this organ.

11. Undertake work assigned by the provincial committee and the central discipline committee.

Government Work Departments

General Office

Primary mission:

Under the direct leadership of the secretary of the provincial government, in accordance with the line, principles and policies of the party center and the instructions of the provincial committee and provincial government, actively carry out the secretarial, investigation and study, law and regulation, communications and visitation, reception and handling, advocacy and management, personnel, security and administrative control work and other concrete work assigned by the provincial committee and provincial government, take the initiative in assisting the responsible comrades of the provincial government to coordinate the work relationships between the various departments; act as competent staff and assistants.

Areas of responsibility:

1. To understand and have a grasp on the situation of the implementation of the party center's, the State Council's and the provincial committee's, and the provincial government's principles and policies, and work arrangements as well as for the situation with the major work of the various prefectures in the province and the various departments of the provincial government, in a timely manner, accurately report these to the provincial government.
2. To assist the provincial government's leading comrades in handling their daily work, competently coordinate the work among the departments and among the prefectures.
3. Handle the reports which the State Council and the provincial committee assigns the provincial government regarding relevant matters and which the various prefectures and the departments directly subordinate to the province submit to the provincial government, draft and publish the provincial government's comprehensive type documents, telegrams and conference reports; edit, print and distribute materials, etc.
4. Be responsible for making arrangements for, recording, keeping the minutes of meetings of the provincial government party group, general office meetings, meetings of the entire membership and such small meetings as convened by the responsible comrades of the provincial government as well as the work of seeing to the implementation of decisions on matters made at the meetings; be responsible for organizing and arranging major activities of the provincial government; carry out the examination and approval work regarding meetings which according to regulations the various departments must report to higher levels.
5. Competently carry out the document handling and confidential security work associated with the receipt and transmission, mimeographing and printing, distribution, assignment of responsibility for implementation, the destruction and retirement, the collation and filing, care-taking of the official seals, etc. for documents and messages; collect, store, administer and provide books, maps and materials.

6. Be responsible for carrying out the proposals, criticisms and complaints on the provincial government's work given by the National People's Congress [NPC] the provincial people's congress or the provincial people's congress standing committee as well as for the cases given to the provincial government for handling by the People's Political Consultative Conference [CPPCC] and the provincial People's Political Consultative Conference.

7. Have a grasp on the activities of the leadership of the provincial government and of this office, and be responsible for making contacts for and arranging for the leaders' participation in some major mass activities.

8. In accordance with the strategic arrangements of the center and the core of the work of provincial committee and the provincial government at various times, organize investigation and research, comprehensive analysis and make proposals to the provincial government and assist in formulating the relevant principles and policies.

9. Collect and put in order the economic news and informational materials coming through various channels, understand the major economic activities of the entire province, the situation with economic reform and the extant problems, provide these to the leaders for their reference in a timely manner.

10. To be responsible for handling communications from and visits by the people, by Hong Kong, Taiwan and Macao compatriots and by foreigners to the provincial government and the leaders, handle the communications and visitations assigned by the center, the State Council, the NPC and the CPPCC.

11. Research and determine local economic laws and regulations; in accordance with needs, organize the concerned departments to draft local laws and regulations.

12. To be responsible for meeting and accommodating all official personages who come on business from the various [autonomous] regions, municipalities, counties, provincial organs and departments of state organs and the cities and prefectures within the province.

13. To be responsible for supervising the administrative work of the provincial government organs and institutes and for preserving security, for maintaining the normal work order of the organs.

Planning Committee

Primary mission:

In accordance with the party's and the state's principles and policies and the relevant major decisions of the provincial committee and the provincial government, research the economic development strategy of the entire province; draw up the medium, long range and annual plans for the entire province's national economy and social development; be responsible for the overall balance, collect economic information and competently do the forecasting work; carry out supervision and inspection of the implementation of the plan, and also be responsible for organizing and coordinating capital construction for the entire province.

Areas of responsibility:

1. Draw up long term, medium term and annual draft plans for the entire province's national economy and social development. The main content of these will include:

The direction, goals, rate of increase and distribution of production for the national economy and social development; the production and utilization of national income; the output amount of major industrial and agricultural products; the volume of transportation; the purchasing power for social commodities and total of retail sales; the scale of investment in fixed capital; the trends in utilization, capital construction projects, technical renovation and energy conservation projects as divided between the state and the province; the quantities of commodities and materials to be purchased, distributed and allocated; the overall amounts of financial and credit revenues and expenditures and amount of money to be put in circulation; all categories of foreign exchange revenues and expenditures; gross volumes of import and export trade and import and export volumes for major commodities; industrial product credits; the utilization of foreign capital; the scale of import of technologies and of equipment; the goals and major targets of utilization; the important planning for education, science and technology, culture, hygiene, environmental protection and other social service developments and major items of science and technological development; in coordination with the provincial science committee the arrangements for and the utilization of the funds for the three science and technology projects; the rate of population increase and the worker population and total wages; concrete plans and major measures for the use of prices, taxes, credit and other economic levers; the realization of the important technological targets for economic results; economic cooperation with other provinces, municipalities, autonomous regions and concerned national departments.

2. Guide the planning work of the various departments of the provincial government and the administrative offices, cities and counties; according to the needs for overall balance, approve and adjust the draft plans drawn up by each.

3. Investigate the situation in the implementation of the plan for all departments, regions, independent counties, and cities; in cooperation with the concerned departments, research and put forward proposals for the adjustment of the annual plan.

4. Investigate and research the major problems occurring in economic, scientific and technological and social development and the relevant problems in coordinating principles, policies and organizations with economic construction.

5. Be responsible for drafting the scale of technological innovation, the directions of utilization and the major items for renewal; in coordination with the concerned departments, approve the technological renovation projects which fall above quota.

6. Be responsible for organizing the demonstration of, the feasibility studies and approval of mission planning papers for major capital construction projects, projects using foreign funds and above-quota technical renovation projects; investigate the implementation of the plans for major projects.

7. Be responsible for approving the settlement on the production sites for major industrial products and in coordination with the concerned departments, cooperate with and resolve the contradictions with industrial and commercial linkages and the allocation of raw materials.

8. Organize the investigation of resources, stipulate the agricultural areas. Layout and guide the planning for economic zones, agricultural zones and urban development and various specialized plans.

9. Strengthen research into planned economy theories and their applications; develop the exchange of economic information and economic forecasts.

10. Be responsible for coordinating and researching the utilization of economic levers in the national economic plans, concrete proposals for adjustments and major measures.

11. Research and improve the system for administering the plan, the rules and regulations, planning methodologies, and systems for completing the plan's targets.

12. Organize and guide the training of the planning cadre for the entire province; the hiring and dismissal of the office (chu) and section (ke) level cadres of the organs.

13. Complete the tasks as assigned by the provincial committee and the provincial people's government.

Economic Committee

Primary mission:

Conscientiously carry out the party and the state's line, principles and policies on economic work and the provincial committee's and provincial government's various directives; participate in formulating the annual state economic plan; organize and coordinate economic production and commodity circulation; promote the reform of the economic system; investigate and research and manage the progress of policies on production technology, scientific management and circulatory activities; coordinate and solve problems.

Areas of responsibility:

1. Participate in the drawing up of the whole province's national economic plan; organize, coordinate and inspect and promote the implementation of the annual production circulation plan; coordinate the solving of major problems encountered in the economic activities of the industrial, commercial, supply and marketing, grain and food, communications, postal and electric departments. Be responsible for the management of the production, transport and division of goods and materials. Organize the concerned departments in analyzing and publicizing economic results.

2. Be responsible for the work of adjusting the national economic annual plan in the course of implementation.
3. In cooperation with the provincial planning committee, organize and draft the medium and long term plans for industrial technological renovation, be responsible for organizing and drafting near term plans and implementation proposals, arrange and make use of the state's financial allocations, accumulated new and old capital and specific funds from banks for technological renovation projects, as well as organizing and approving the transmission of said funds, in cooperation with the provincial planning committee, approve the mission plan and initial plan of above-quota projects.
4. Organize the development of new products and the broadened utilization of new technologies, new industrial arts. Initiate the registration and appraisal, the promotion and rewarding of scientific and technological successes, manage and allocate the funds and materials for these projects.
5. Organize, promote and coordinate the quality control work of the various departments and regions in regards to products, construction, communications, post and telecommunications, services, etc.
6. Organize the concerned departments and regions in the work of carrying through the reform of the economic system, organize enterprise alliances, establish enterprise type, consultation service type, specialized and alliance type companies, in cooperation with the provincial planning committee and the finance office, approve changes in enterprise subordination relationships.
7. In coordination with the concerned departments, promote the implementation of economic, technological, legal and state standards and regulations.
8. In cooperation the various departments have a good grasp on the major technological renovation projects and major technology import projects, and organize their digestion, acceptance and speedy deliverance of economic benefits. Coordinate the concerned departments in grouping well industrial capital construction.
9. Research and draft the local laws and regulations regarding the industrial economy and investigate the application of the laws, be responsible for communicating with enterprises in plan approval work.
10. Be responsible for the management of scientific and technical cadre in the industrial systems and the work of bringing in talent from abroad.
11. Be responsible for the technical and professional training of cadre and staff in the industrial systems and the retraining of technicians, guide the various companies (departments) in developing cultural, technical and professional education and training.
12. Be responsible for resource conservation work within the industrial system, have a good grasp on management of the "three wastes" and the removal of polluted materials, continuously carry out the party's and the state's policies regarding safety in production and environmental

protection, investigate, inspect and urge on the enterprises to carry out the principles, policies and laws regarding safety in production and environmental protection.

13. Conscientiously carry out the state's and the provincial government's principles and policies regarding labor, wages and awards in industries and in coordination with the concerned departments, research the reform of the industrial and enterprise wage and labor systems.
14. Be responsible for implementing the standards tasks handed down by the state economic commission, do the overall provincial planning meeting the standards and see to the implementation of the plan.
15. Be responsible for organizing and coordinating military industrial production and the "military becoming civilian" work.
16. In cooperation with the concerned departments, grasp well the industrial support of agriculture, in accordance with the provincial committee's and the provincial government's relevant policies, regulations and guidance coordinate the industrial production of the various areas, have a good grasp on the city, county and rural township overall industrial plan and enterprise management.
17. Conscientiously carry out the state policies, laws and regulations concerning equipment management, be responsible for formulating the entire province's overall plan for the specialization of equipment maintenance and organize its implementation, be responsible for the entire province's industrial regulations on equipment management and take responsibility for inspection of the same.
18. Investigate and research, and put forward the various concrete policies, methods and proposals regarding conscientiously implementing the State Economic Commission's, the provincial committee's and the provincial government's directives regarding industry.

Committee for Reform of the Economic System

Primary mission:

In accordance with the party's line, principles and policies, synthesize, research, coordinate and participate in the formation of policies regarding reform of the economic system.

Areas of responsibility:

1. In accordance with the direction, targets, principles and arrangements of the party center, the State Council and the provincial committee and the provincial government regarding reform of the concerned province's economic system, be responsible for researching and formulating the overall plan for the entire province's reform of the economic system, for major reform plans and the annual plan, after submission to the provincial committee and the provincial government for approval, organize their implementation.
2. Synthesize and coordinate the reform plans of the various regions, cities and various economic departments,

for reform measures that will impact several departments, carry out the organization, coordination and start to finish, top to bottom linkages.

5. Explore the theories, principles, policies and methodologies of economic system reform, organize demonstrations of reform plans, organize pilot projects, and in a timely manner summarize and propagandize advanced experiences in reform.

6. In consideration of the actual situation in the province, propagandize the economic reform principles and policies, as well as the major reform measures of the party center, the State Council, the provincial committee and the provincial government.

7. In regard to the major problems encountered in the province's reform of the economic system, do thoroughgoing investigation and research, get a grasp on the new situation, and propose new measures.

8. Train system reform cadre and undertake such other tasks as assigned by the provincial committee and the provincial government.

Science and Technology Committee

Primary mission:

Concurrently carry out the party's and the state's principles, policies, laws, regulations and plans regarding science and technology (S&T), research and formulate local S&T principles, policies, laws and regulations and organize their implementation, set out the entire province's strategies and plans for the development of S&T and organize and coordinate the successful tackling of major S&T tasks, allocate and regulate S&T funds.

Area of responsibility:

1. Concurrently carry out the center's principles and policies for the development of science and technology and, incorporating the province's situation, research and formulate the province's S&T policies, formulate S&T laws and regulations, rules, systems, and methods of implementation, organize the exchange of experiences.

2. Forecast the trends and directions in S&T development for the entire province, propose the areas of optimal development and the major research subjects, in cooperation with the provincial planning committee draw up the province's medium and long term plans for S&T development and organize their implementation.

3. Draw up the entire province's annual S&T plan and the plan for tackling major S&T projects. In regards to research projects on the annual plan, be responsible for inspection, urging, investigation and organization of implementation.

4. Oversee the results of the entire province's S&T work. Organize the registration and approval for entire province's major S&T results. Be responsible for reporting to higher levels the awards and examination of S&T results. In cooperation with concerned departments, organize the

promotion and utilization of major S&T results. Be responsible for approving S&T exports for the entire province.

5. Participate in the importation of technology. Organize experts to participate in technical and economic demonstrations for provincial import of technology and equipment.

6. Approve the establishment of and adjustments to the province's independent technical research structure. Research the reform of the entire province's S&T system and the deployment of the S&T structure. Lead the S&T units directly under the provincial science and technology committee and in a planned and measured way establish and make complete the various reporting, calculating, analysis and survey services of the structure.

7. Organize and promote the work of educating and training the S&T cadre of the entire province; investigate and research the implementation of the policy on intellectual.

8. Manage and allocate S&T funds, materials, foreign exchange, etc. Organize and coordinate S&T services and S&T related work such as reports, library services, handling of information, analysis and testing, large precision instruments, etc.

9. Organize S&T cooperation and exchanges between S&T units, institutes of higher education, and production enterprises. Organize the exploitation and pilot demonstrations of major scientific and technological items.

10. Be responsible for local S&T foreign relations work develop S&T cooperation and exchanges with foreigners, study and introduce foreign scientific and technological accomplishments.

11. Be responsible for patents.

12. Lead local and urban science and technology committees and enterprise and service offices and bureaus under the provincial [government] in science and technology work.

13. Carry out tasks assigned by the provincial committee and the provincial government.

Finance Office

Primary mission:

Concurrently carry out the party's and the nation's economic policies, finance and tax policies and laws, research and set finance and tax policies and laws for the entire province as well as all financial administration systems, formulate the provincial financial revenue and expenditure plans, energetically organize income, strengthen management of expenditures, carry out guidance, management, supervision and inspection of the implementation of financial discipline within the entire provincial finance and tax system. Assist all departments in the training, education and supervision of finance personnel.

Areas of responsibility:

1. In accordance with the party's and the state's principles and policies and the national economic plan, draw up the entire province's financial budget for revenues and expenditures, after review and approval by the provincial people's congress, concretely organize its implementation and carry out inspection and analysis of the implementation of the budget on a monthly and quarterly basis, investigating and resolving on a timely basis problems and difficulties encountered in its implementation. At the end of the fiscal year, in accordance with the uniform stipulations of the center, complete the review of the finance budget and after handing it over to the provincial People's Congress for examination, submit it to the financial departments for approval, take responsibility for examining and approving the finance budgets for all regions, prefectures, cities and counties.

2. In cooperation with all concerned departments, distribute and administer the development funds for impoverished regions, carry out investigations and guidance for the province's counties receiving financial quota subsidies, at the appropriate time and in the appropriate amounts, allocate and deposit the financial subsidies.

3. Manage the enterprise funds of the industry, communications, and other departments, and the extra-budgetary enterprise funds of these departments, allocate and implement the enterprise revenue plan, inspect and analyze the achievement of the enterprises' major funding targets, examine and collect the enterprise funds final accountings, conscientiously manage and use the monies from the simple construction fees, the technical improvement funds and the the three science and technology programs expenses as ordered in the provincial finance budget. In cooperation with the labor personnel department implement the reform of the labor system and the wage system.

4. Manage for the entire province the finances for commerce, grain, materials, cultural, publishing, foreign trade and other such commercial and trade enterprises as well as the provincial level extra-budgetary finances for these departments, allocate and use to the realization of the commercial and trade enterprises' revenue plans, inspect and analyze the actual carrying out of the plan, check and summarize the various financial final accountings done by these enterprises. Allocate and administer the simple construction fees for all the province's commercial and trade enterprises, investigate and supervise the allocation of grain price increase subsidies and increased price subsidy funds.

5. [Original text is misnumbered. No. 5 is missing]

6. Manage the financial accounting work of the entire province's enterprises, service organizations and administrative units, draft and make changes to the financial accounting system, methods and regulations. Investigate and inspect the implementation of the "PRC Accounting Law", summarize and promote model experiences in financial accounting work, formulate the detailed rules and methods for implementation of the system for assignments (appointments) within the accounting specialty

situation, competently carry out the assessment and assignment work for the entire province's accounting specialty situation.

7. In cooperation with the directly responsible departments, allocate and control the disbursements supporting rural village, town, township and village production, rural village water conservancy operational expenditures, urban youth employment expenses and other such operational expenses such as for labor reform, education through labor, agricultural enterprise tax revenues, village and town planning, state lands management, and so forth. Allocate and manage the handling of revolving funds for supporting agriculture and labor service enterprises, approve water fees, electricity fees and other such administrative expenses, and, within the limits of the budget, approve, handle the disbursement and investigate and analyze the effectiveness of their utilization.

8. Manage the financial affairs of entire province's agricultural, forestry and animal husbandry enterprises and operational units and reform through labor and education through labor enterprises as well as agricultural provincial level extra-budgetary enterprises and operational units. Draw up and provide the explanations for the agricultural financial system, methods and regulations, allocate and realize the revenue plans, investigate the implementation, investigate and summarize the various financial accountings for these enterprises.

9. Manage the collection and reduction or remission of the entire province's agricultural taxes and special taxes on special agricultural and forestry products, allocate the agricultural tax revenue plan and investigate the implementation of the plan, formulate and revise the agricultural tax systems, methods and regulations, research methods of reforming the agricultural tax system.

10. Manage the entire province's rural township financial work, train the rural township financial work cadre and guide them in their professional work, summarize and promote the model experiences in rural township financial work.

11. In cooperation with the responsible departments, allocate and manage the administrative management funds, the cultural, educational, scientific and literary operational funds, benevolence and social welfare relief funds, urban maintenance funds, industrial communications and commercial funds and other such funds such as tourist, Overseas Chinese, industrial and commercial administration, revenue, finance, audit, statistics and other funds within the fiscal year expenditure budget, allocate and adjust the operational expense budget for the provincial level administrative and operational units, approve the quarterly expenditure plans and investigate and analyze the efficiency of their utilization. Guide the various prefectures and departments in strengthening their management of expenditures to frugally, economically and effectively make use of the various financial funds, to reduce administrative costs, oppose extravagance and waste, and control the levels of allocation of annual financial expenditures, increase the effective utilization of

funds. Manage and approve provincial level administrative and operational capital construction plans and the funding sources of self-funded capital construction.

12. Draw up the medium and long term financial plans, manage the entire province's extra-budgetary funds, formulate, revise and explain the management system and methods used in relation to extra-budgetary funds, be responsible for the allocation of responsibilities, propagandizing and mobilization, inspection and supervision of the sale of government bonds, keep close tabs on the entire province's foreign exchange and foreign debt situation, approve the levels of expenditures and allotments for personnel traveling abroad.

13. Manage the entire province's work in controlling the buying power of social organizations, draw up and issue the goods and materials control standards to social and specialized control units.

14. Give play to the functional role of finances and revenues in regulating the economy with raising economic efficiency as the core, and promote the development of production. Gradually develop financial credit operations, competently manage financial trusts and various revolving funds, in a timely manner correctly release loans and revolving funds, in a real manner raise the utilization efficiency of financial funds.

15. In keeping with the needs of the modernization of economic management, organize the entire province's computer network for the finance and revenue system. Employ modern advanced technology, strengthen management of the financial economy.

16. Carry out the duties of financial inspection, in coordination with the investigation, auditing, discipline, investigation and other departments investigate and dispose of typical cases of violation of financial and economic discipline, at set dates undertake province-wide investigations of finances and revenues, support the broad masses of financial and tax cadres and the financial accounting personnel in their struggles against violations of financial and economic discipline.

17. Take charge of handling the suggestions, criticism and proposals offered by NPC, CPPCC, provincial NPC and provincial CPPCC representatives, earnestly endeavor to improve the work and enhance the quality of work.

18. Be responsible for drawing up the province's annual plan and long term program for education of the cadre and workers in the finance system, manage the province's finance and accounting schools, the professional, intermediate special schools and the finance and revenue specialized schools, formulate the schools' long term development plans and annual enrollment plan and the graduates appointment program. Be responsible for organizing the specialized training for cadre above the level of director and deputy director of county offices, disprove, enhance the professional qualities of the finance and revenue cadres and the finance and auditing personnel.

19. Manage the work of the central and province-level enterprise finance personnel assigned to factories, be

responsible for the assignment of finance personnel to factories, manage, train and evaluate their work, guide the personnel stationed at factories in strengthening financial inspection of the central and provincial level factories, preserve financial discipline.

20. Undertake accounting, auditing, and counseling service work for the concerned enterprises, undertakings and administrative units, examine the capital and investigate terms of audit for joint-foreign joint ventures and cooperative business enterprises, publish reports on the capital examinations and audit investigations. Provide arbitration proposals for or carry out notary [action] for economic disputes or economic litigations.

21. Organize and promote research into financial and auditing theory and finance and revenue policies, guide the work of the provincial finance and audit associations, raise the technical level of the finance and revenue cadres and be of service to the present realities of finance and revenue work.

Labor Personnel Office

Primary mission:

Under the leadership of the people's government comprehensively manage work related to labor personnel, in accordance with the requirements of the system of the economic system and the political system, competently handle the reform of the labor, wage and personnel system in service to socialist modernization.

Areas of responsibility:

1. Whole thoroughly implementing the party's and the State's principles, policies, laws and instructions, with due consideration to the province's actual situation, draw up the concrete policies and regulatory system dealing with labor employment, wages, insurance, benefits [rule], professional technical training, the inspection of labor protection and safety, as well as the staffing, assignment, exchange of talents, rewards and punishments, appointment and removal of cadres and the disposition of military personnel transferring into cadre ranks.

2. Research and formulate concrete and effective measures for reform of the labor system and organize the thorough implementation.

3. Execute overall management of the employment of the labor force and the recruitment of labor, organize and guide the running of all the various types of labor service companies, see to the settlement of urban military retirees and volunteer soldiers, manage part time workers and seasonal workers, dispose of the remaining problems associated with intellectuals and youth sent to the countryside to work.

4. Research and draw up concrete and effective measures for reform of the wage system and concrete plans for the adjustment of wages and organize their thorough implementation. Perform overall management of the wages, awards and subsidies [point] of staff and workers.

5. Research and draw up concrete and effective measures for reform of the insurance benefits system of staff and workers and organize their thorough implementation, guide and manage the work related to staff retirement pension and comprehensive social considerations and staff retirement, dismissal, labor health and accident insurance, worker age limits and computation of work service, compensation for birth, old age, sickness, death, injury and incapacitation, leave for visiting relatives, sick leave, maternity leave, and so forth.
6. Execute overall management of technical schools, the training of urban youth awaiting work assignment, the training of apprentices and on-the-job technical training of staff and workers.
7. Formulate the annual and long term worker (including cadre) wage plans for the entire province's units under the ownership by the whole people system and the urban units under the collective ownership system and see to its implementation, be responsible for the management of wage funds, the accounting for labor wages and other such work.
8. Be responsible for enterprise labor management work, organize and prompt the enterprises to set up their staffing tables, to set their quotas for the number of workers, to improve the enterprise labor system, to dismiss workers violating discipline, to strengthen labor discipline, and to handle well the rewards and punishments for enterprise workers, and other such work, be responsible for worker transfers and archiving workers' documents.
9. Execute overall management of worker protection and the inspection of boiler pressure chambers and mine safety work and perform the state inspections of these, set forth labor protection regulations, check the improvement of working conditions in all areas and departments, bring into being safe and civilized production, participate in the handling of major accident cases involving injuries or deaths.
10. Be responsible for the arbitration of labor disputes and correspondence and visits.
11. Research and draw up effective and concrete measures for reforming the personnel system, and organize their thorough implementation.
12. In keeping with the limits of cadre management, handle well the work of cadre assignment, the exchange of talented personnel and the adjustment and return to work of personnel assigned to work outside of their academic specialty (young lei xun kai renxuan).
13. Be responsible for the recruitment and employment of cadres and for cadre accounting work.
14. Be responsible for organizing and promoting the in-place vocational training of government workers at all levels.
15. Be responsible for the implementation of the specialized technical work assignment system (that is, the reform

of the position description [system]) within the state organs and institutional units for specialized technical personnel.

16. In accordance with the laws and regulations on appointment and dismissal, carry out the submission of provincial government personnel for assignment or dismissal by the provincial People's Congress standing committee and those matters concerned with the workers submitted to the provincial government for appointment or dismissal and carry out the relevant procedures related to cases reported to the State Council, guide and manage the work of administrative appointments and dismissals of the prefectures, cities and counties.

17. Undertake the deliberation on matters related to rewards and punishments and the concrete matters related to the administrative punishments of cadres under provincial control.

18. Be responsible for organizing and guiding the work of establishing a position responsibility system within the party and governmental organs and institutional units and the work of deciding awards.

19. Be responsible for the acceptance and settlement of military personnel transferring to cadre positions and their vocational training.

20. Organize and guide the research of, publication of propaganda on, and cadre training work related to labor personnel matters.

Labor Bureau

Primary mission:

Conscientiously carry out the party and State principles, policies, laws, regulations and ordinances as well as the provincial committee's and the provincial government's relevant instructions regarding labor wages and safe production, effect overall management of the entire province's work in labor wages and safe production, summarize the reform of the system, conscientiously carry out the reform of the labor system, the wage system, the insurance and benefits system and the labor protection system, formulate the local regulations and implementation methods in accordance with the actual situation in the province.

Areas of responsibility:

1. Undertake investigations and research to provide information and data on labor to the provincial committee, the provincial government and the labor personnel department for the formulation of principles and policies. Provide policy and professional guidance, supervision and inspection to the entire province's labor departments at all levels.
2. Draw up the annual labor wage plan and the long term plan, check the labor wage annual report and request the labor wage plan at lower levels, inspect the implementation of the labor wage plan, be responsible for the management of wage funds and enterprise labor management work. In accordance with the national economic development plan and the manpower requirements of the various

departments and the manpower resources situation, draw up a manpower supply and demand plan, formulate the policies for the enterprises' planned hiring. Reform the system for the employment of labor, implement the "Regulations on the Retirement of Workers and Staff" and the "Rules on Rewards and Punishments," guide the enterprises in rectifying the organization of the work force and the work determining the number and rank of personnel. Be responsible for the work related to the hiring and assignment of workers and for the settlement of military personnel transferred to cadre positions as well as their families.

3. Conscientiously carry out the State's principles and policies regarding wages, be responsible for the improvement in the wage system for the entire province's enterprise units and the day-to-day work in dealing with wages, set forth the regulations for awards, allowances, payment of special wages and so forth for all enterprises in the province. Competently investigate and research wage reform.

4. In accordance with the State's principles and policies regarding labor insurance benefits, be responsible for drawing up the regulations for and methods for implementation of the entire province's labor insurance benefits system, research into reform of the labor insurance benefits system for the enterprises under the system of ownership by the whole people, research the establishment of various types of social insurance systems, set up and promote a labor insurance benefits system for workers under the contract system and for the workers in the newly established urban collective economic organizations. Take responsibility for the work related to the retirement and dismissal of enterprise workers, the management of retirees, supplemental aid for the children of retirees, handling the hearings to determine cause of death of workers, and the calculation of length of service, and so forth.

5. In accordance with the State's principles on employment, each year draw up the province's urban employment plan, the pre-employment vocational technical training program and the implementation program, give overall guidance to employment work, organize and promote the business of the various labor service companies, be responsible for the allocation and the usage management for the entire province's employment placement funds and labor service companies' subsidies, handle the left over problems associated with the intellectuals and youth sent down to the countryside.

6. In accordance with the state's principles regarding technical trade schools and the technical training of workers and staff, take responsibility for inspecting and approving scope and specialty course of the technical and vocational schools run by the province, draft the development plans, the student recruitment plans, and the graduate student placement plans for the technical schools, organize the concerned departments to draft and approve the teaching plans, general outlines and, teaching materials for technical schools, assume overall management for the entire province's technical training of workers on the job

and of apprentices and their technical certification, conscientiously implement worker technical grade standards.

7. In accordance with the state's laws and regulations on labor protection and mine safety, set forth the province's rules for implementation of worker safety and organize the labor safety inspection work of the responsible departments. Carry out safety inspection and evaluation within the major enterprises and participate in the design, inspection and acceptance of the safety and hygiene measures at major capital construction and technical renovation projects, launch propaganda and education in labor protection and overall research into the applications for technologies, inspect and manage the investigation, handling and statistical analyses of work related injuries and deaths, work to perfect the system for providing worker protective gear and health care foodstuffs, take responsibility for the technical training, testing and certification of labor protection and mine safety inspection specialists.

8. Inspect the enterprises' and their controlling departments' compliance with the laws and regulations promulgated by the state on boiler pressure-chamber safety, draw up the province's local regulations and specific operational rules for boiler pressure-chamber safety. Be responsible for the qualification inspection, record keeping and certification of the units which design, manufacture and install boiler pressure-chambers, as well as for the design inspection, record keeping and product quality supervision and inspection in manufacturing units, be responsible for supervision and inspection of the work of operational inspections of boiler pressure-chambers in use, their repair, renovation and scrapping, be responsible for the technical training and certification approval of the special occupations and the workers such as boiler pressure-chamber safety inspectors, testers, class-II nondestructive testing personnel, as well as welders, boiler tenders, and water treatment personnel, participate in the technical analysis, investigation and handling of major equipment accidents involving boiler pressure-chambers.

Personnel Bureau

Primary mission:

In accordance with party and state principles, policies, laws and instructions on personnel work, under the leadership of the provincial committee and the provincial government, competently carry out the work related to managing cadre recruitment, employment, appointment and adjustment, testing, training, reward and punishment, wages and benefits, retirement and discharge of staff and workers, assist the party committee organizations and departments in competently reforming the personnel and cadre system and the structure of the cadre ranks.

Areas of responsibility:

1. Within the limits of authority and the area of cadre management, be responsible for the work of cadre appointments, adjustments, training, testing, promotion, employment, and statistical work, handle the work related to the appointment and dismissal of cadres by the provincial

people's congress standing committee and the provincial people's government and the reporting of these cases to the State Council.

2. Take responsibility for work related to the establishment and implementation of the positional responsibility system in the state administrative organs and handle rewards and punishments for the workers in state administrative organs.

3. Be responsible for wages and benefits for workers in the state organs and the professional units and also for the retirement and discharge of cadres.

4. Within the limits of authority for managing cadre, be responsible for the testing, training, adjustment, promotion, approval of professional titles, the exchange of talent and recruitment of specialized technical cadre; in accordance with the requirements of the national economy and the development of science and technology, set forth the plan for providing scientific and technical manpower; cooperate with the concerned departments to set forth a talent development plan, conscientiously carry out the party's policies on intellectuals, competently carry out the work of implementing the policy on intellectuals.

5. Investigate and research the reform of the personnel system and the wage system, and so forth.

6. Supervise and inspect the implementation of personnel work principles and policies by the various departments and all localities, carry out professional guidance, summarize and exchange experiences, assist the personnel departments at all levels in establishing and strengthening the ranks of personnel cadre.

7. Take responsibility for the reception and placement of military personnel transferring to cadre positions.

8. Handle the people's correspondence and visits related to personnel work.

9. Undertake such other tasks as given by the party committee and the government.

Science and Technology Cadres Bureau

Primary mission:

Carrying out party and state policy on science and technology (S&T) cadres, research and set out the system and methods for the rational movement, appointment, certification, awards and training for S&T cadres, provide the overall plan for management of the S&T cadre ranks, take care of the overall management of the natural sciences technical cadres and of the social sciences specialist cadres.

Areas of responsibility:

1. In cooperation with the concerned departments draw up plans for the advanced training, the training and professional enhancement of S&T personnel, inspect, supervise and promote its implementation. Handle the work associated with the training, transfer, certification, promotion, recruitment and utilization of S&T cadres.

2. Assist the educational and other concerned departments in drafting plans for the selection of personnel for overseas study and be responsible for their allocation, manage the concrete work of S&T specialists and students returning home from overseas, investigate and research the policy related problems encountered in the assigning of graduate students, postgraduates, students returning from abroad and visiting scholars.

3. Regarding personnel employed in work they have not studied, or at which they are not adept or who cannot be gainfully employed in their position, in accordance with the concerned regulations and the rational productivity of talent, exercise the power of arbitration, effect correction of the deficiency or surplus by direct transfer.

4. In order to accommodate and to promote the various reform measures, put forward suggestions for the reform of S&T cadre management, when passed by the provincial committee, the provincial government and the concerned higher level departments, put them into effect.

5. Conscientiously carry out the central, provincial committee, and provincial government principles, policies and regulations regarding position title assessments, in cooperation with the concerned departments take responsibility for competently carry out the position title evaluation work for natural sciences technical cadres and social sciences specialist cadres.

6. Perform other such tasks as assigned by the higher levels.

Organizational Structure Committee

Primary mission:

Implementing the relevant party and state principles and policies, under the leadership of the provincial committee and the provincial government, be responsible for management work associated with structural organization and personnel tables of organization for the entire province's party, government, mass organization and professional units.

Areas of responsibility:

1. Competently carrying out party and state principles, policies, regulations and decisions concerning organization structure work, and research, propose structural organization management methods, systems of rules and regulations, work plans, structuring plans, and a table of personnel organization for strengthening the entire province's state organs and professional units at all levels, and take responsibility for organizing their implementation.

2. Participate in party, state, mass organization structural reform, professional organization structural reform and in position title reform work.

3. Be responsible for drawing up the structural alignment, the structural grade rankings, rough-drafting of the work missions, areas of responsibility, personnel arrangements, professional system, etc., for the concerned party, government, mass organizations and professional units at all levels throughout the province.

4. In accordance with organizational laws and structural organization management methods, exercise unified management of the re-structuring and approval of the establishment, expansion, reduction, change of name, etc. of structures within the party, government, mass organizations and professional units throughout the province.

5. Assist the concerned departments to draft the labor wage plan for all the province's party, government, mass organizations and professional units, in cooperation with the various provincial departments having managerial responsibility, draw up and disseminate the standards for tables of organization for all types of professional organs and the component ratios for various types of personnel; be responsible for the statistical compilation work for state assigned structural organization reports.

6. Inspect and investigate the implementation of organizational structure and personnel complements at all levels for all types of organizations, submit proposals for handling cases where there are instances of willful expansion of the table of organization or the addition of components or the upgrading of components which violate rules and regulations on tables of organization.

7. Assist the concerned departments in managing the wage funds of party and government organs and professional units.

8. Be responsible for the overall guidance of entire province's organizational work mission.

Urban Construction, Environmental Protection Committee

Primary mission:

Conscientiously carrying out the principles, policies and instructions of the center, the State Council, the provincial committee and the provincial government, in accordance with the plans for economic development and the urban comprehensive plan, formulate principles, policies, regulations and implementation methods for urban construction, the construction industry and the construction materials industries; organize and guide the entire province's city, county township and rural village planning, construction and management; prevent pollution of the environment; create excellent production and living conditions for urban and rural people.

Areas of responsibility:

1. Conscientiously carry out the party's and the State's principles and policies regarding capital construction and urban-rural construction; participate in drawing up and disseminating relevant provincial regulations and rules; organize and set out the technical criteria (biaozhun), rules (guicheng) and norms (guifan) for capital construction and urban-rural construction.

2. Carry out overall management of implementation of the provincial capital construction plan and the design and construction of technical renovation projects; organize the entire province's major engineering projects; inspect and

control the progress of construction, bring them line and resolve existing problems with key construction projects.

3. Manage design inspection work for the entire province; take responsibility for the initial design approval above-quota capital construction and technical renovation projects; participate in feasibility studies, discussion and inspection work for large and medium construction projects. Take responsibility for the qualifications inspection and management of the entire province's design inspection and (design) implementation units.

4. Collect data for and draw up the entire province's construction and construction industries' medium and long term plans and annual plans, and organize their implementation as well.

5. Organize, guide and inspect the cities' master plan and participate in regional planning and site selection for state large and medium projects as well as resource, communications, transportation and other such planning work; also bear responsibility for managing the lands within the area of the city's (including cities, county seats, construction site towns [jianshizhen], industrial and mining areas) planning area.

6. Draw up the city's housing construction plan; be responsible for the construction of housing and the management of real estate. In drawing up the housing plan, set forth the relevant policies and regulations, the contract prices, the standard rents stipulated by the financial departments.

7. Guide and manage the construction of basic installations and the city government's public business as well as the work related to the city's appearance, the upkeep of parks and scenic areas, etc. Manage the supply of gas, steam heat, water and public transportation within the city administrative area and passenger transportation within the nearby suburbs; take responsibility for the distribution, utilization and management of the city's underground water resources; be responsible for the construction and maintenance of the city's roads and bridges, and flood prevention, water drainage and sewage treatment facilities; manage the designated funds for city maintenance and construction.

8. Guide the planning and construction of rural residential areas, villages and market towns.

9. Carry on overall management of the province's construction industries. Be responsible for setting forth the scope and plans for the development of the construction industry.

10. Set the planning and work estimated budget and the standards for materials, energy and expenses; be responsible for the technical management of construction installations, the inspection of safety and quality, and the management of antiearthquake construction engineering work in survey, environmental protection, civil defense and engineering.

11. Guide and manage the production and allocation of construction machinery, engineering machinery and the municipal government's public utilities special purpose

equipment, in cooperation with the relevant departments organize and coordinate the production of local construction materials and construction products, take responsibility for the production planning, research and certification of pollution prevention equipment.

12. Take responsibility for the registration, inspection and management of the state-owned and cooperative construction enterprises in the urban and rural construction system and for qualification inspection and quality control of rural construction units coming into the city and villages to carry out construction work; in cooperation with the concerned departments adjust and balance the working force of the urban construction system; be responsible for organizing the internal economic linkages of the trades, be responsible for setting forth the design and labor quotas for urban and rural construction projects and for urban government projects, be responsible for drawing up the standardized designs for general purpose industrial plant buildings and civilian structures.

13. Take charge of environmental protection work, protect the quality of water, of the air, of the earth and the natural environment, prevent environmental pollution, preserve ecological balances. Draw up provincial environmental protection laws and standards, in cooperation with the concerned departments, be responsible for the supervision and inspection of environmental protection work involved in new industrial and mining areas, medium and large scale construction projects and technical renovation projects in extant industries. Examine and approve environmental impact reports. Be responsible for the overall planning for nature preserves and for the research and formulation of laws pertaining thereto. As appropriate oversee the protection and export control over wild flora and fauna and rare species.

14. Provide guidance to subordinate units in their prospecting design, construction, research, education and foreign affairs work; oversee the training of cadre and the education of staff members of the parent agency.

Survey Bureau

Primary mission:

Conscientiously carry out the line, principles and policies of the party and the state regarding survey work; draw up the provincial administrative laws and regulations and the economic and technical regulations for survey work; in accordance with the laws carry out management of all provincial survey work; be responsible for the entire province's primary survey work and the surveys associated with major state and provincial construction projects; provide survey materials and support for all construction within this province.

Areas of responsibility:

1. Draw up the province's local survey laws, detailed rules and regulations; examine and approve the technical designs, technical summaries, and materials acceptance checks for the above quota survey projects carried out by provincial specialized survey units, inspect drawings of all

national boundaries and provincial boundaries on maps drawn up within the province and oversee the compilation and publication of maps within the province.

2. In accordance with the state plan, create, revise and publish the base scale geological maps and other large and medium scale geological maps as stipulated by the state and required by economic construction within the province. Gather together and publish various provincial, prefectural (city, autonomous prefecture), county and township maps.

3. Within the unified plan of the state survey bureau, carry on the revision of the national continental control grid primarily within the province and secondarily in external provinces, and combine the production of geological maps with the refinement (jiami) of the continental control grid.

4. Draw up the province's medium- and long-term plans for development of the survey service and set out the implementation plan.

5. Oversee the entire province's specialized and local survey mission, conscientiously carry out the national unified survey technology plan, organize and coordinate the survey production work of survey units.

6. Develop the exchange of scientific and technical survey material throughout the province; publish survey journals and materials, organize technical expertise to solve problems; develop survey research and investigations; import, promote and employ new survey technology; organize the training of survey technical personnel.

7. Collect, manage and distribute internally and externally the province's survey materials and survey records.

8. Organize and cooperate with other specialized survey departments in the common management and preservation of the various survey standards within the province.

9. Oversee civilian aerial photography for the entire province, inspect, approve, draw up and report on aerial photography plans.

10. In accordance with the regulations of the State Council and the provincial peoples' government, oversee the naming and renaming of placenames throughout the province; carry out all place name work levied by the China Place Name Committee and the provincial peoples' government.

11. Undertake such technical service work in foreign relations dealing with survey work, or in drafting laws and regulations as levied by the state or the provincial peoples' government.

12. Carry out the governmental functions of the provincial government regarding survey management. Give professional guidance to the prefecture, city, and county survey organs.

13. As regards the management of the survey profession, carry out the qualifying investigations, the registration and issuance of work permits to all units and organizations within the province which undertake survey activities.

14. As appropriate, oversee the province's land registry measurement work, set forth the technical standards for land registry measurement, carry out technical training, carry out land registry measurement missions.

15. Undertake the entire province's detailed land investigation and survey work.

Public Security Office

Primary mission:

Under the guidance of the provincial government and the Public Security Bureau, take responsibility for and oversee the entire province's work in social public security and maintaining public safety, prevent crimes and attack counter revolutionaries and other unlawful activities; guarantee the public's rights, protect social public security, strengthen the people's democratic dictatorship, protect and promote the four modernizations.

Areas of responsibility:

1. Prevent crime and strike at the destructive activities of counter revolutionary elements and hostile elements; undertake investigation and cracking of major counter revolutionary cases and develop technical investigations.

2. Under the guidance of the state Security Bureau, guide and oversee the entire province's foreign intelligence and anti-spy work.

3. Prevent crimes and attack all types of criminal activity including serious criminal activity in the economic realm; take responsibility for the investigation work related to the entire province's criminal case investigations; guide the work of breaking major criminal cases; approve criminal investigation technologies and criminal research work.

4. Take the initiative in security work for all provincial organs, schools, manufacturing and mining enterprises and key departments; at the same time be responsible for guiding the work of protecting the entire province's economy and culture.

5. Be responsible for guarding party and state leaders during their in-province activities; for providing provincial level leading comrades with personal bodyguards and guarding them during collective activities; for providing security protection to foreign visitors; for providing security protection to major conferences and important meetings.

6. Be responsible for the social public security of the entire province and for transportation management; guide the construction of the basic levels' foundations; strengthen household registration control; competently carry out the census.

7. Take responsibility for the entire province's pre-trial custodial work; handle the reports of arrests and requests for arrest (warrants) under provincial jurisdiction; directly try the cases handed over by the public security bureau and the provincial committee; cooperate with prefectural and city [offices] in hearing some types of major cases; enhance pre-trial custodial management work.

8. Be responsible for the examination and approval of personnel crossing the borders and for foreign affairs management work.

9. Competently carry out ideological and political work with the public security cadre; improve the education, training, testing and management of the entire province's public security cadre, unceasingly enhancing their political and professional qualities.

10. Take responsibility for research into policies and law; propagandize, teach, investigate and be informed as to how the public security work line, principles and policies are being implemented throughout the province as well as for communications equipment and administrative logistics.

11. Under the guidance of the Peoples Armed Police Headquarters and in accordance with the guidance and management work done by the provincial peoples' armed police [zongdui] party committee in regards to people's armed police units: 1) be responsible for the creation, military and political training, cadre development, appointment and dismissal, conscription and retirement, logistical support and the management and distribution of uniforms and equipment; 2) be responsible for the build up of the entire province's fire fighting corps, the purchase and management of fire fighting equipment and the overall guidance of the fire fighting profession.

Office of Security

Primary mission:

Under the guidance of the provincial government and the Ministry of State Security, be responsible for and manage the entire province's foreign intelligence and counterintelligence work; guarantee and promote the four modernizations; strengthen the peoples' democratic dictatorship; protect national security.

Judicial Office

Primary mission:

Under the guidance of the provincial government and by means of propagandizing the legal system, training cadres, reform through labor and education through labor, the certification of lawyers, and the regulation of the people, be of service in giving full play to socialist democracy, establishing a comprehensive socialist legal system, solidifying the peoples' democratic dictatorship and guaranteeing the smooth progress of socialist modernization.

Areas of responsibility:

1. Guide the rotational on-the-job training of the basic level governmental legal organs (including the courts, the procuratorate and the judiciary) backbone cadres, lawyers and notary publics above the section [ke] level. Assist the provincial committee in investigating and keeping informed about the work of the responsible cadres of the prefectural and municipal judicial bureaus and their guidance of the rotational training of their subordinate regional

and municipal judicial cadres. Run the provincial government's legal cadre school and the legal specialized institutes; promote the training of qualified legal specialists; gradually cause the present body of judiciary cadre to reach the level of middle professional or senior professional school graduates.

2. Take charge of propaganda and education concerning the legal system. Widely propagandize to the cadre and the masses the constitution, the laws and regulations, the principles and policies regarding the establishment of the state legal system; propagandize the accomplishments and experiences gained in building up the legal system; make knowledge of the laws a common thing; enhance the cadres' and the masses' concept of the law. Assist and guide the various schools in education in the law and provide propaganda material on the legal system to judicial administrative units at the lower levels. Cause the prisons, the labor reform and the labor education facilities to be major sites of carrying out propaganda and education in the legal system.

3. Investigate and supervise the labor reform and labor education units and the implementation of the principles, policies, and instructions on "judicial administration" and labor reform and labor education work by the labor reform and labor education units and the judicial offices of the various prefectures and cities; summarize experiences gained and provide guidance.

4. Oversee the labor reform and labor education units' ideological reform, reform through labor, and cultural and technical education of criminals and the personnel undergoing education through labor; competently carry out the work of the establishment of the penal administration [yuzheng jianshe] within reform through labor and education through labor units, the production plans, the financial plans, the distribution of material goods, and the handling of products and such work. At the same time, guide such other work of the prefectures and cities undertaken at labor reform and labor educational facilities.

5. Lead lawyers in their work. Take charge of the organization and professional establishment of the legal advisory offices and gradually perfect the lawyer system.

6. Provide leadership for notaries within the country and the notary work involving foreign affairs; take charge of the organization of the notary offices and their professional establishment; actively promote the role of the state notary organs in the service of economic construction.

7. Guide the organization and professional establishment of the Peoples Mediation Committees; guide them in the resolution of internal conflicts among the people and prevent the worsening of the contradictions; prevent the commission of crimes; give full play to the role of peoples' mediation in the building of the socialist spiritual civilization; and actively participate in comprehensively administering socialist public order. Guide the judicial aides and the rural village judicial offices (legal service organs) in developing the various aspects of their work.

8. Investigate and research the policies, laws, and theoretical questions concerning judicial administration work and the problem of social crimes. Take charge of the judicial administrative system's foreign affairs activities; manage the judicial administrative system's operating expenses, the equipment and materials plans and utilization, and inspect the fees charged by the notaries and lawyers. Inspect and research the policies, theoretical questions and social crimes problems within judicial administration work.

9. Oversee the judicial administrative system's foreign affairs activities; develop international friendly interchange and the exchange of legal knowledge and judicial experiences. Oversee the social group activities of the legal workers within the lawyers associations, the legal studies associations and so forth.

Nationalities, Religious Affairs Committee

Primary mission:

Under the leadership of the provincial government, conscientiously carry out the party's nationalities policies and the state laws and regulations concerning nationalities affairs; guarantee the minority nationalities their equal rights; strengthen the unity of the nationalities; aid the minority nationalities to develop their economies and cultures; arouse the socialist activism of the minority nationalities; in accordance with the party's and the state's fundamental principles on the treatment and handling of religious questions, firmly and competently implement the policies on freedom of religious beliefs; consolidate and enlarge the patriotic religious alliance of the various nationality religious circles; enhance their education in patriotism and socialism; arouse their initiative for service to the "four modernizations."

Areas of responsibility:

1. Administer matters related to guaranteeing minority nationality equal rights and implementation of the nationalities' regional autonomy law.

2. Oversee matters that promote and strengthen the friendly unity of nationalities.

3. In cooperation with the concerned departments, actively select and use minority cadre and competently develop and train them.

4. Competently handle the work concerned with education in unity for the upper strata of people in minority nationalities.

5. Assist the concerned departments in promoting the development of production among the minority nationalities; competently carry out the distribution and utilization of subsidy funds for minority areas.

6. Assist the concerned departments in competently carrying out work in the middle and primary schools; cultural and health work; promote the development of cultural education and health services among the minorities.

7. Regularly carry out re-education in nationality policies; investigate the implementation of nationality policies.
8. Regularly carry out investigations and research into conditions among the minority nationalities; report back to the leading organs on the nationality work situation.
9. In cooperation with the concerned departments competently insure the supply of specialty products needed by the minorities and the protection of their lifestyles.
10. Meet, greet and accommodate the visiting members of minority nationalities from other provinces and cities and our visiting foreign friends; arrange for members of the nationalities to go abroad for visits and studies.
11. Accommodate and handle the visits and correspondence from minority nationalities; accept and deal with suggestions and complaints about nationality affairs.
12. Guide the nationality affairs work of the various prefecture, city and county nationality work departments.
13. Competently carry out the policies on religion; protect and respect the right of freedom in religious belief as enjoyed by the public under constitutional provisions.
14. Competently carry out the principles of independence, autonomy and self sufficiency for churches; resolutely resist the infiltration by foreign religious reactionary forces.
15. Regularly and unceasingly carry out socialist and patriotic education of the broad masses of religious believers and religious circles; with patriotic respect for the laws being the main theme of the teaching; guide them in enthusiastically joining in the cause of socialist construction; heighten their level of ideological understanding.
16. Oversee matters relating to all types of religious activities, churches, temples, facilities, property, and so forth.
17. Assist the religious organizations in handling matters concerned with self support; have concern for and see to the employment and livelihood of members of the religious circles.
18. Expose and attack any who use religion to carry out anti-revolutionary and criminal activities; reduce and eliminate unsettling factors emanating from religious activities; preserve political stability; protect the rule of law.
19. Expand the work of investigation and research into religious affairs; unceasingly summarize experiences gained in religious work.
20. Accept, report forward and handle the complaints, requests and suggestions coming from religious circles.
21. Fulfill the responsibility for guidance of the professional work of the prefectural, city and county religious work departments and the work of all the religious patriotic organizations and democratic management organs.
22. Develop religious work which involves foreign affairs; increase friendly visits to and from abroad; increase our influence abroad.

23. Cultivate and educate the patriotic and well-educated in religious matters religious professionals of the younger generation.

Civil Administration Office

Primary mission:

Under the leadership of the provincial government, and by the competent accomplishment of work related to establishing basic level political power, the care and settlement of veterans, disaster relief and emergency aid, and social benefits, develop socialist democracy, firm up the socialist legal system; promote the solidity of the civil administration at the basic levels; promote the build-up of the troops and social stability and be of service to economic construction.

Areas of responsibility:

1. Be responsible for basic level civil administration, for the delineation of civil administrative areas, border disputes, burial reform work, marriage registration, the registration of associations and groups, for guiding the work of the urban street committees and neighborhood committees. Carry out the daily work of the basic level civil administration; stipulate the [organizational] system of township and town offices and of village (neighborhood) committees.
2. Be responsible for the ideological education and special treatment assistance work with the families of heroes, military dependents, disabled military personnel, retired military personnel, retired Red Army personnel; take care of comforting and compensating the families of the disabled servicemen, the active duty servicemen, Peoples Police, militia who participate in combat, and the workers and personnel of state organs, mass organizations, and institutions who are sacrificed or die of sickness; handle the certification and the exchange of certificates for those disabled in public or military service. Approve the designation of revolutionary heroes; collect and organize historical materials dealing with heroes; manage and maintain the halls and memorials dedicated to heroes; guide the management of the entire province's old age homes for the dependents of heroes, the rest and health care facilities for disabled veterans; participate in the marriage protection work for active duty military personnel.
3. Be responsible for work related to the transfer, accommodation and settlement of demobilized and retired servicemen, for their ideological education; for the overall management of the way-stations for transferring demobilized and retiring servicemen.
4. Take responsibility for organizing the rescue of disaster victims; investigate and verify the disaster circumstances and forward reports on the situation; organize and stimulate the victims to do their own productive rescue; make living arrangements for the masses within the disaster area; release and distribute disaster relief funds and materials.
5. Be responsible for provisions to the rural village five-guarantee households; direct the relief assistance for rural old folks homes; provide support for rural households

encountering extreme difficulties; for the settlement and management of urban people sent down to the countryside; for the relief work in the old revolutionary areas; for the relief work related to the lives of sick people in leper villages and nursing homes; take responsibility for the actual work of the leading group of the provincial office for relief for the poor.

6. Be responsible for the relief work for urban households in difficulty; for the employment, placement and relief work with the blind, deaf and dumb people; for the care, feeding and settlement of urban and rural elderly single people and orphans; for the overall guidance and management of the social welfare homes and welfare factories; for guidance and management work related to housing and forwarding the effects of persons transferred away; for the settlement on farms of long term visitors; for relief work with staff and workers out of work because of a reduction in forces; for the relief work associated with elderly Overseas Chinese returning home, with Hong Kong and Macao compatriots, with KMT (Kuomintang) party, government, military and special personages who receive special dispensations and treatment.

7. Be responsible for the work associated with the accommodation and settlement of special retirement (lixiu) deputy army level (fujunji) personnel, of regular retirement military cadre, of retired workers without military status, of retired soldiers from the capital construction corps and the retired workers-drafted-as-soldiers (gonggaiting zhanshi) fighters and the volunteer army retired personnel; be responsible for the construction and allocation of housing for the special-retirement and regular retirement personnel; for finding employment for their children; for their transfer and movement; for the medical treatment (burial) and care of survivors for special retirement and regular retirement cadres; be responsible for the management of the cadre retirement homes throughout the province; for the holiday visitations to the retired personnel and for their travels and visitations.

8. Take responsibility for drawing up the civil administration development plans; for the management of civil administration operational expenses; for the drafting, reporting on, inspection and investigation of the budget and final accounts; compile and forward the capital construction plan for the subject system; compile, forward and transfer the materials and equipment required for the capital construction, production and maintenance within the civil administration system; give overall guidance to the entire province's civil administration statistical work.

9. Manage the province's marriage and divorce registration work; set forth the regulations for registering marriages.

10. Take charge of reforming burial and internment (caskets); guide the entire province in promoting cremation; reform earth burial (practices); build crematories; oversee internment service units.

Supervision Office

Primary mission:

Competently enforce the state's laws and regulations and the relevant policies of the party and state; under the leadership of the provincial peoples government and the state Ministry of Supervision, carry out the supervisory function, strengthen the build up of political power and the establishment of rule by the legal system (fazhihua).

Areas of responsibility:

1. Provide unified leadership of the entire province's administrative supervision work; set forth the regulations for province-wide administrative supervision work; competently carry out the instructions on administrative supervision of the provincial peoples government and the state Ministry of Supervision; set forth the missions of supervisory work; in a timely manner investigate and provide guidance to lower level supervisory departments in their work.

2. Supervise the various administrative departments of the provincial peoples government and their workers; the principal responsible personnel of the various city and county peoples governments and prefectural administrator appointees, as well as the leading cadres appointed by the state administrative organs to enterprises and institutions under the provincial peoples government and their competence in implementation of the state's policies, laws and regulations; supervise and dispose of activities of the above mentioned persons which transgress state policies, laws and regulations or which break administrative discipline.

3. Accept and hear the accusations and charges of individuals or of units regarding the activities of supervised personnel which contravene state policies and laws and regulations or transgress administrative discipline; accept and hear the appeals of supervised personnel regarding their punishment for noncompliance with discipline.

4. In accordance with administrative precedence, take for deliberation the personnel discipline cases assigned by the provincial peoples government.

5. The provincial supervision office has inspection authority, investigative authority, recommendation authority and a certain degree of administrative punishment authority regarding transgressions of state policy, laws and regulations by the personnel it supervises.

6. As to those supervised personnel who have shown exemplary implementation of state policies, laws and regulations or have made unique accomplishments in reform and opening up, [the office] has authority to recommend to the provincial peoples government or to the concerned department that the person be given a commendation or reward.

7. Decide the organizational structure and composition of the groups sent out from the provincial supervision office; and assign their leading cadre; approve the selection of leading cadre for the city, prefectural, and county supervision offices.

8. The provincial supervision office has the authority to alter or revoke inappropriate decisions made by lower level administrative supervision organs.

9. In accordance with work requirements, the office may cooperate and consult with the relevant provincial law enforcement investigation departments to work in unison.

10. Perform such other tasks as assigned by the provincial peoples government and the Ministry of Supervision.

Legislative Office

Primary mission:

Consistently adhering to the principles and policies of the party and state, under the leadership of the provincial committee and the provincial government, be responsible for the concrete work involved in legislating the province's local economic and administrative laws, perform the function of staff aide for law work.

Areas of responsibility:

1. Draw up the provincial government's economic and administrative legislative plan, organize the legislative investigation, research, discussion and decision work.
2. Examine, revise and adjust the local draft laws and regulations submitted by the various departments to the provincial government.
3. Organize the drafting of certain major draft laws and regulations of a local nature.
4. Organize economic and administrative law enforcement investigations throughout the province; supervise and inspect the actual implementation of the economic and administrative laws.
5. Investigate and research the residual problems within the economic and administrative legislative system and make recommendations, competently serve in matters of law as advisor and staff to the government leadership.
6. Promote propaganda and educational work in economic and administrative laws.
7. Train governmental legislative workers.
8. Organize and put in order local laws and regulations; compile, edit and publish and distribute collected writings on laws and regulations.
9. Discharge such other duties as assigned by the provincial peoples government and the State Council's Bureau of Legislative Affairs.
10. Develop academic exchanges with economic and administrative law circles within and outside the province; organize academic research activities.

Religious Affairs Management Bureau

Primary mission:

Consistently adhere to the party's and the state's principles and policies regarding religious work; be responsible for handling the province's work related to Buddhism, Daoism, Islamism, Catholicism, and Protestantism; handle all religious affairs for the province; consolidate and expand the patriotic political alliance between the party and religious circles; intensify the patriotic and socialist education of religious peoples and the broad masses of believers; mobilize and organize the broad masses of believers to participate in socialist construction and contribute their strength to the reform, to opening up, to completing the great task of unifying the fatherland and to protecting world peace.

Areas of responsibility:

1. Consistently adhere to the party's policies on freedom of religious belief, respect and protect the rights of the masses of believers to freedom of religious belief.
2. In accordance with the law, implement administrative control of religious activities; prevent unlawful and criminal activities.
3. Reasonably arrange venues for religious activities; strengthen administrative leadership over the venues of religious activity.
4. Research and draw up regulations and control methods governing religious matters.
5. Investigate and research the situation and problems in religious areas; make recommendations to the provincial committee and the provincial government.
6. Guide and investigate the work of the religious affairs bureaus of the city, prefecture, autonomous county and county governments. Train religious work cadre.
7. Win over, unite with, and educate religious professionals; in a planned manner cultivate and educate patriotic religious professionals from the younger generation.
8. Guide the work of all provincial level religious associations.
9. In cooperation with the concerned departments, competently carry out propaganda and educational work on the party's religious policies.
10. Educate personnel in religious circles in patriotically observing the laws, upholding the leadership of the party, upholding socialism, endorsing the unification of the fatherland and the unity of the nationalities; consolidate and expand the patriotic united front incorporating religious circles.
11. Prompt the religious circles to actively participate in the building of the socialist material and spiritual civilizations; assist all religious groups in actively developing self-development.
12. Guide the various religious associations and religious circles to develop international friendly interchanges based

on the principles of independence and autonomy, competently perform religious work impacting on foreign relations.

13. In cooperation with the concerned departments, fight against the infiltration of inimical foreign religious forces. Expose and attack counterrevolutionary elements and other criminal elements who wear the cloak of religion.

14. Provide advisory recommendations and policy data to other departments in their handling of work involving foreign relations and religion in order to solve problems in a unified manner.

15. Handle visits and correspondence dealing with religious matters.

16. Perform such other tasks as assigned by the Ministry of Religious Affairs of the State Council, the provincial committee or the provincial government.

Audit Bureau

Primary mission:

In accordance with state laws, the rules and regulations of the financial and economic system and administrative laws, under the guidance of the provincial government and the state audit office, represent the state in organizing the various audit organs throughout the province to carry out their independent auditing and supervision duties. Through auditing, supervision and rigorous financial discipline, enhance economic efficiency, strengthen macro-control and management, and guarantee the smooth advance of the reform of the economic system.

Areas of responsibility:

1. Audit and supervise the implementation of the financial budget and the credit plan, the results of the implementation of the financial budget and the credit plan.

2. Carry out auditing and supervision of the income and expenditures at all levels of the administrative organs, the people's mass organizations, the professional units and the China Peoples Liberation Army.

3. Carry out auditing and supervision and assess the economic efficiency of financial income and expenditures of state run enterprises, capital construction units, the finance and insurance sector, as well as cooperative economic organizations above the county level which are the equivalent of state supported units.

4. Protect the nation's financial and economic laws and regulations, carry out specific audits of incidents of serious graft and embezzlement, usurpation of state funds and materials, serious loss or wastage, and other actions which damage the interests of the state.

5. Enforce the laws on auditing, draw up audit rules and regulations, participate in the research and drafting of laws and regulations on major financial administration and financial affairs matters.

6. Prepare audit reports and special audit reports on major cases for the equivalent level government (organs) and for the higher level audit organs.

7. Inspect the various accounts, funds and inventories and related documents and materials of audited departments and units.

8. Participate in the relevant meetings with audited departments and units. In regard to problems encountered during the audit, carry out investigations and obtain the materials for verification. The departments, units and personnel undergoing the audit must actively cooperate and may not erect any obstacles.

9. Engage the audited department and units to correct and desist from any improper transactions, to improve its workings within a set period of time, to enhance its operational management and to raise its economic efficiency.

10. Inform the concerned departments regarding the economic penalties, including restitution of ill-gotten gains according to the law, administration of punishment by fine and exaction of payments, inflicted on those breaking economic laws and discipline. In regard to those committing serious infractions of economic discipline, the bureau may take such emergency measures as stopping the distribution of funds, stopping bank loans and freezing assets on deposit in banks, and inform the concerned department of the action taken. The bureau has authority to recommend administrative punishment for the people bearing responsibility. For violations of the criminal laws, the judicial organs will handle the case according to the law.

11. In regards to those who obstruct, refuse cooperation with or disrupt the auditing work, the bureau has the authority to take the necessary temporary measures such as sealing accounts and freezing assets to investigate those directly responsible and the concerned leaders' responsibility.

12. Circulate notices on major cases involving breaking of economic laws and discipline, commend the departments, units and individuals who have made conspicuous achievements in observing and upholding financial and economic laws and discipline.

Price Bureau

Primary mission:

Consistently adhere to state price principles and policies, administer and supervise prices throughout the province, rationally order the prices for major industrial and agricultural products and non-commodity fees, promote the development of production, enhance economic efficiencies, expand the flow of commodities, adjust supply and demand for commodities, guide consumption, stabilize peoples' lives.

Areas of responsibility:

1. In relation to state principles and policies on prices and price laws and regulations, take responsibility for their implementation throughout the entire province and carry

out supervision. In relation to prices stipulated by the State Council and the State Administration of Commodity Prices and their adjustment programs, take responsibility for implementing them across the entire province. In relation to prices stipulated by the concerned departments of the State Council and their adjustment programs, supervise and promote their arrangement and implementation by the concerned provincial professional departments.

2. Be responsible for the work of administering and overall balancing of prices throughout the province, in cooperation with the concerned provincial professional departments draw up the draft annual commodity price plan and the medium term and long term draft plan, following overall balancing by the provincial planning committee, incorporate it into the provincial national economy and social development plan. In accordance with the limits of authority accorded the various levels of price administration, set forth the principles for setting prices and the methods of pricing, set and adjust the prices of industrial and agricultural products, communication and transportation prices and the standards for noncommodity fees under provincial management.

3. Within the limits of authority accorded various levels of price administration, in accordance with the principles of setting prices and the methods of pricing, arrange and set selling and buying price differentials, wholesale and retail price differentials, local price differentials, size and quality price differentials, seasonal price differentials, and for major commodities, the allocation price and the supply price.

4. Be responsible for guiding the commodity price work of the concerned professional departments at the same level and the price departments at lower levels, inspect and investigate the implementation of price policies and regulations, the bureau has the authority to correct and to handle in accordance with the law and the relevant regulations actions which violate commodity price principles, policies or price discipline.

5. Be responsible for handling price disputes occurring between concerned professional departments of the same level, between prefectures, between prefectures and concerned professional departments and between interprovincial contiguous prefectures.

6. Organize and develop research into pricing policies and theories, under the guidance of the state unified plan, reform the price system and commodity management methods in a planned and incremental manner, unceasingly perfecting the planned pricing system.

7. Organize and develop theoretical price surveys and calculations, investigations into market activities and costs for industrial and agricultural products, gather and publish all types of price data, be of service to the work of researching and setting price policies and adjusting prices.

Industrial-Commercial Administrative Control Bureau

Primary mission:

Under the leadership of the provincial government consistently adhere to the economic policies, laws and regulations of the party and the state, exercise economic supervision of industrial and commercial enterprises, protect legal operations, suppress illegal operations, guard the social economic system, promote production, facilitate transactions, guarantee the realizations of the state plan.

Areas of responsibility:

1. In coordination with the state-owned commerce departments, supply and marketing cooperatives, grain-oil-foodstuff, foreign trade, forestry, pharmaceutical, aquatic products, and other relevant departments, strengthen the management of purchasing and selling activities, harmonize the relations between production and marketing, safeguard the state economic policies, guarantee the realization of the state plan. Safeguard urban and rural market order, exercise supervision and management of market exchange activities, investigate and handle illegal economic activities. Oversee the urban and rural country-fair trade and the markets in the three types of industrial products and secondhand merchandise. In accordance with the laws governing country-fair trade, effectively control the merchandise coming to market, the personnel involved, order within the market and administer well the trade in the market; eliminate spiritual pollution appearing in the market and effect civilized control and courteous service. Coordinate with the price bureau in controlling the price of goods coming on market. Effectively institute specialized markets, carry out overall analysis of the country-fair trade.

2. Organize and handle the entire province's commercial enterprise registration of establishment, registration of start of business, registration of change, and cessation and cancellation procedures, dispense enterprise operational licenses, directly handle the certification and registration work for all Sino-foreign cooperative, joint venture, foreign-only investment, as well as such other industrial and commercial enterprises resident within the provincial borders for which the provincial bureau by regulation has certification authority. In accordance with the relevant state policies, laws and ratified registration matters, investigate the production management activities of enterprises, investigate and dispose of enterprise activities which violate the "Industrial and Commercial Enterprises Registration Management Regulations"; strengthen supervision and management of industrial and commercial enterprises. Set up registration files for industrial and commercial enterprises; organize the implementation of a statistical report forms system; develop statistical analysis, provide accurate data and materials in support of the registration control work and socialist economic construction.

3. Oversee economic contracts, propagandize implementation of the "Economic Contract Law." Be responsible for

supervision, inspection and certification control of economic contracts established between different departments. Resolve and mediate disputes over economic contracts, investigate and deal with activities violating economic contracts, certify invalid economic contracts, supervise and inspect the various concerned departments in managing the economic contracts within their system.

4. Administer trademarks for the entire province, have a comprehensive understanding of the situation regarding and statistics on the approved transfer, examination and approval, and recision of trademarks, protect the right of exclusive use of trademarks, protect the interests of the consumer, organize the investigation and disposal of cases of trademark violations. Carry on supervision and inspection of the quality of products entering the realm of circulation, participate in the work of selecting products of outstanding quality.

5. Register and oversee advertising agencies and carry out investigations and supervision, guarantee lawful operations and suppress illegal operations. Investigate and research the situation in advertisement control, set forth the relevant policies and methods, summarize and exchange experiences, strengthen the leadership and training of the various levels of units which oversee advertising, guide the advertising associations in developing their work.

6. Organize the management of all of the province's individual industrial and commercial businesses and cooperatively managed organizations. In accordance with the relevant party and state policies and laws, and in keeping with the actual situation in the province, stipulate concrete measures, guide and assist all levels of industrial and commercial administrative management units in the registration, approval and licensing of industries and enterprises and cooperatively managed organizations; at set times carry out relicensing, license inspection and rectification work for individual industries and enterprises and cooperatively managed organizations; protect their lawful operations and strike down illegal activities, coordinate with the concerned departments (such as enterprises, supply and marketing, public security, urban construction, pricing, bank, tax, and/or sanitation departments) to keep control of development numbers, to assure a balance in trade, guiding them in persevering in the socialist management direction; in a timely manner commend the deserving person and the deed well done, on a regular basis research new situations and new problems appearing in the development processes of individual enterprises and cooperative organizations throughout the province and in a timely manner make known their concrete requirements and solve their actual difficulties; provide guidance to the work of individual laborer associations at all levels, and give full play to their professional capabilities.

7. Provide overall views, make investigations, do research, aid all levels of the government in correcting unhealthy aspects of the trades.

8. Supervise and investigate the unlawful economic activities of organs, mass organizations, military units, industries and institutions, stop unhealthy tendencies in the realm of commercial intercourse.

9. Set out the educational development plan for the entire province's industrial and commercial administrative control departments and organize its implementation.

Tax Bureau

Primary mission:

Competently execute the state's tax revenue laws and policies and the instructions of the provincial committee and the provincial government regarding tax revenue work, organize tax revenue income, strengthen oversight of tax collection, give full play to the economic supervision and adjustment functions of tax revenue work, promote the entire province's economic development.

Areas of responsibility:

1. Conscientiously carry out the state's tax revenue policies and laws and, taking into consideration the realities within the province, draw up detailed implementation rules and methodologies.

2. In behalf of the provincial government, draft and set forth local tax revenue policies, laws and methodologies.

3. Be responsible for the various industrial and commercial taxes of the entire province, income tax for the state run enterprises, and the drafting and implementation of the capital income plans for major energy and communications construction projects; organize the entire province's tax revenue receipts.

4. Be responsible for the tax collection management work for all provincial tax revenue, in accordance with the state tax revenue policies and the revenue management system, set forth tax collection management methodologies and detailed implementation rules which are in keeping with the actual situation in the province; guarantee the completion of all aspects of the revenue mission and the tax revenue work.

5. Be responsible for all collection management work involving the province and foreign tax revenues.

6. Be responsible for the investigation and research on feasibility studies for major economic policies of the provincial government which impact on tax revenues; provide tax revenue information to the provincial government.

7. Carry out the tax revenue function in all areas, make full use of tax revenues to regulate the economy, cultivate future sources of revenue, promote the province's economic development.

8. In accordance with the state's system of tax revenue management, take responsibility for handling and approving tax reductions and exemptions.

9. Be responsible for investigation into the actual situation with provincial tax-paying enterprises and individuals on

carrying out and fulfilling state tax revenue policies and laws, investigate and deal with illegal tax evasion, tax avoidance and other such activities.

10. Be responsible for management of the national unified receipt system work; set forth receipt management methodologies in behalf of the provincial government.

11. Be responsible for the organizational structure, table of organization, cadre work, labor and wages, technical cadre and retired cadre work in the tax revenue departments below the provincial level.

12. Be responsible for the on-the-job training, specialized formal education, professional and ethical education and education on the party's principles and policies and in persevering with the four basic principles and the party's basic line for tax revenue cadre. Assist local party committees in building up the grass-roots party organization.

13. Organize and promote competitive activities to study advanced units and people, to catch up with the advanced, to create civilized units, to become cultured workers.

14. Be responsible for educating tax revenue cadres of the entire province to be devoted to their duties, honest in performing their official duties, enforce the law in an impartial manner, investigate and deal with major cases of violation of discipline or the law.

Standards and Measures Bureau

Primary mission:

Be responsible for implementing the state's principles, policies and laws regarding standardization and measures work, organize, set forth and revise enterprise standards, supervise and inspect the competent implementation of standards at all levels, be responsible for supervising and inspecting product quality control, guaranteeing product quality, protect the interests of the state and consumers, carry out inspection and control of measures, set up the base standards and standard instruments, organize measurement and quality (standards) transmission (to users) (liangzhi chuandao) and inspection and testing work, guarantee the uniformity of the state measurement system, the uniform accuracy and correct utilization of measurement methodologies and measurement instruments, carry out the vital function as a technical base for national economic construction of standardization and measurement work to promote the advancement of technology and enhance economic efficiency.

Areas of responsibility:

1. Adhering consistently to the state's principles and policies regarding standardization and measurement work, conscientiously implementing the "PRC Regulations on Standardization Controls" and the "PRC Regulations on Measurement Controls" promulgated by the State Council, set out the detailed implementation rules and relevant regulations.

2. Organize and draft the province's long term and annual plans for standardization and measurement work, oversee and investigate their implementation.

3. Supervise, inspect, and promote the conscientious implementation of national standards and ministerial standards (professional standards), organize and promulgate the use of international standards and advanced foreign standards.

4. Be responsible for organizing the drafting, revision, approval and promulgation of the province's industrial standards for industrial and agricultural products.

5. Carry out quality control inspection according to standards on enterprise products, protect the interests of the state and the consumer.

6. In consultation with the economic committee, organize the selection of the province's superior products, their re-inspection, the approval and supervision of production permits.

7. Assist the concerned state departments in developing product quality and the inspection organs in their authentication work.

8. Participate in the work related to the appraisal of new products entering production, the inspection of the standardization of imported technology and machinery, guide customers, mines and enterprises in standardization and measurement work, participate in standardization and revision of measures.

9. Set up the province's measurement and quality transmission (liangzhi chuandao) system and layout the stations within the network, approve the establishment of new measurement standards (instruments) oversee and inspect the network's implementation of the plan for the examination of rules and regulations and the scheduled inspection of measurement instruments.

10. Be responsible for overseeing the inspection of product quality for measurement instruments and technical certification of new products.

11. Be responsible for arbitrating disputes caused by the implementation of standards or the production, marketing and purchasing of, or utilization of measurement instruments.

12. Be responsible for publicizing and implementing measurement units stipulated by law by the state.

13. Oversee arrangements for this year's plan for capital construction, equipment and materials and the three types of expenses (san xiang feiyong), as well as for the work of ordering, importing, allocating and distributing the 35 types of high quality, high precision, high technology measurement instruments.

14. Be responsible for drafting this system's research plan and see to its implementation, as well as to the certification of the results of the research.

15. Set up a standards and measurements information and materials network for the entire province, collect domestic

and foreign information and materials on standards and measurements and provide consultation service in support of research, design and production.

16. Handle the matters related with propaganda and popularization work and the academic exchange activities of the province's standardization committee and the measurements testing society.

17. Be responsible for the professional training and technical examination of all of the province's leading cadre and technical personnel in the standards and measurements system, handle such work of the bureau's professional titles committee as relates to evaluating professional titles.

Standards Bureau

Primary mission:

Adhering consistently to the state's principles, policies and laws regarding standardization work, perform the function of provincial government standardization manager and standardization administrative law enforcer, be responsible for product quality inspection investigation and management work, protect the interests of the state and the consumer.

Areas of responsibility:

1. Adhere consistently to the party's and the state's principles, policies and various laws and regulations regarding standardization and quality inspection work, as well as the instructions of the provincial government.

2. Be responsible for drafting the entire province's long term programs and annual plans for standardization and quality inspection, and see to their implementation.

3. Promote the adoption of international standards and foreign advanced standards, organize the drafting of the entire province's local standards, review and coordinate, inspect and promulgate the province's local standards, inspect and promulgate standards at all levels and their implementation.

4. Be responsible for developing enterprise standardization work and inspection of the attainment of quality improvement goals in enterprises.

5. Participate in the inspection of new product designs, modification of old products and the standardization of imported products.

6. Be responsible for the management and coordination of quality control for all provincial production, construction and textile weaving.

7. Participate in product quality evaluation and recognition, be responsible for managing the approval inspection of new products prior to entering production and the issuance of production licenses, organize product demonstrations.

8. Be responsible for the training of all provincial personnel in standardization, quality inspection and testing work and for the approval of technical nomenclature.

9. Be responsible for launching research into standardization, oversee the approval of the results of the research.

10. Be responsible for providing information on standardization to the entire province and develop this service function.

Metrological Bureau

Primary mission:

Under the leadership of the provincial government and the guidance of the state metrology bureau, carry out the functions of provincial government manager for measures and administrative law reinforcement agent for measures, adhere to and organize the implementation of the laws, regulations and policies of the state and the provincial government regarding measurement work, give full play to the role played by the comprehensive economic oversight and management departments, be of service in increasing product quality and economic benefits.

Areas of responsibility:

1. Be responsible for propaganda concerning and adherence to state and provincial laws on measures, draft and set forth local metrological regulations.

2. Organize the investigation of and research on the major principles and policies of provincial metrological work in order to provide the provincial government with data for decision making on economic construction (such as the renovation of industrial technology, the importation of technology, and so forth).

3. Oversee the drafting of the entire province's long-term and annual metrological plans and inspect and oversee their implementation.

4. Be responsible for all provincial work on the use of legal units of measure.

5. Be responsible for the establishment of the provincial measures bases and standards, and the management of measurements, be responsible for the establishment and distribution of inspection centers in all of the province's large and medium industries and cities.

6. Be responsible for matters in which the state exercises strict inspection (such as the highest standards used in the measuring instruments used in settling trade accounts on medicine and hygiene, on safety and security, on environmental protection, and in the establishment of these units) as well as the supervised arrangements for metrological arbitration and delegation of authority.

7. Be responsible for the management, training, certification and licensing of the province's metrological inspectors and examiners.

8. Be responsible for the entire province's industrial and enterprise metrological control work.

9. Be responsible for organizing and guiding measurement tests as a service to economic construction and scientific research.

10. Be responsible for overseeing the province's production of measurement instruments and their importation.
11. Be responsible for the metrological technical authentication and testing work related to product quality inspection organs and testing and evaluation organs which produce official data.
12. Organize and promote measurement and quality transmission work.
13. Directly oversee metrological research, education, and training for the entire province.
14. Be responsible for organizing the province's technical exchanges in measurement and testing with foreigners.
15. Accomplish such tasks as assigned by the provincial government and the state measurements bureau.

Environmental Protection Bureau

Primary mission:

Conscientiously adhere to, oversee, promote and carry out the party and the state's policies, laws, regulations and standards on environmental protection, be responsible for the work of preventing pollution of the environment and preserving the ecological balance, organize supervision of the environment in service of the well-being of the people.

Areas of responsibility:

1. Organize the drafting of the environmental protection scheme, the plan and the gathering of environmental statistics.
2. Do research and investigation and set forth the general principles, the economic and technical policies regarding environmental protection.
3. Organize the drafting of local environment protection laws and regulations, handle matters which arise in the implementation of the laws and regulations.
4. Organize, set forth, revise and oversee standards of environmental quality, standards for the discharge of pollutants and the corresponding fundamental standards of basic methodologies.
5. Supervise and inspect the performance of all districts and departments in conscientiously implementing the state's principles, policies, laws and regulations on protection of the environment.
6. Organize and develop research work in the environmental sciences.
7. Organize the supervision, investigation and evaluation of the quality of the environment and major sources of pollution.
8. Approve the environmental impact reports on major and medium size projects for construction and opening up incorporated in the state plan and newly constructed industrial districts and urban areas.

9. Be in charge of the rural environment, promote ecological agriculture and the development of the main body of agriculture and the rural economy. Guide the comprehensive renovation of the rural village environment.

10. Be in charge of the urban environment and guide the comprehensive administration of the urban environment, see to it that economic benefits, social benefits, and environmental benefits receive simultaneous development.

11. Organize and develop education in environmental protection.

12. Organize and develop propaganda activities in environmental protection, produce and publish propaganda materials and publications on protection of the environment.

13. Organize the overall planning for environmental sanctuaries, inspect and protect rare species and natural sanctuaries of special value.

14. Investigate and control the production, import and utilization of poisonous chemicals.

15. Organize the exchange and popularization of advanced experiences in environmental management and of pollution control technology.

16. Guide and coordinate the environmental protection professional activities of the various prefectures, all departments and units, be responsible for leadership over the province's environment protection enterprises, institutes and units.

17. Carry out other duties assigned by higher authorities.

Land Management Bureau

Primary mission:

Consistently adhering to the party's and the state's principles and policies and the "Land Management Law" as well as the provincial government's regulations and laws, strengthen land management.

Areas of responsibility:

1. Conscientiously and consistently implement the laws, regulations and principles and policies of the state regarding land and resources, be responsible for drawing up the province's land management implementation methodologies.
2. Be responsible for organizing the overall investigation, development, and utilization of the province's land and resources and for the examination and approval of the state lands plan, guide the reclamation and management [zhengzhi] of state lands.
3. Organize and draft the entire province's overall plan for land utilization, inspect the overall plans for land management of all prefectures, cities and counties, be responsible for drafting the entire province's annual land utilization plan.

4. Bear primary responsibility for the province's land census, statistics, registration, and licensing work.

5. Be in charge of the entire province's land acquisition and transfer work; handle the necessary investigations of and submission for approval of the acquisitions and transfers requiring provincial government and state council approvals.

6. Exercise supervision and inspection of land utilization by all regions and departments and be responsible for coordination of major problems in the entire province's urban and rural land utilization.

7. In coordination with the concerned departments resolve land disputes, investigate and handle major crimes involving the entire province's urban or rural lands.

Statistics Bureau

Primary mission:

Carry out statistical research and statistical analysis of the state of the entire province's national economy and social development; in addition, accurately, in a timely manner, and comprehensively report on the basic situation in the province's national economic and social development; draft policies and plans for the provincial committee and the provincial government; provide data for guidance of economic and social development; perform statistical research and oversight on the implementation of policies and plans; provide information to the party, government, organs, departments and elements of society.

Areas of responsibility:

1. Consistently adhere to the party's and the state's principles, policies and laws regarding statistical work; carry to completion the state statistical research mission; implement national statistical standards and the national unified basic statistical report forms system.

2. Draw up the local area statistical work modernization program and the regional statistical research plan and the research methodologies; provide overall guidance and coordinate the local area statistical work of both central and local units; investigate and oversee the implementation of statistical laws and regulations.

3. In accordance with the requirements for the local institution of policies, drafting of plans and carrying out of management, collect, organize and provide basic statistical materials and perform statistical analysis, statistical forecasting and statistical supervision on the status of the local area's national economy and social development.

4. Examine the statistical research plans of all local area departments and their investigation methodologies; oversee the drafting and dissemination [zhifa] of statistical research reports by all local departments.

5. In accordance with regulations, inspect, approve, oversee, publicize and publish the local area's basic statistical materials; at set times release the statistical report on the local area's national economy and social development.

6. Provide unified oversight to the local area's urban and rural social and economic statistical sampling research corps.

7. Organize and guide all local departments and units in strengthening the establishment of statistical bases, enhance the training of statistical cadre and research in statistical sciences, certify, encourage and reward the cadre of the local government's statistical organs and the rural and urban statistical personnel.

Machinery and Electronics Industries Office

Primary mission:

Provide unified management of the establishment of production for the entire province's machinery, electronics and military equipment industries and trades, employing administrative legislation, economic measures and the necessary administrative intervention, ensure the successful implementation of "principles and policies, overall planning, comprehensive balance, organized coordination and supervision of service" for all trades; give full play to all national economic departments' role as "weapons suppliers" in being of service to the construction of the national economy and the peoples' livelihood.

Areas of responsibility:

1. Adhere consistently to the party's and the state's relevant principles and policies, draw up the concrete principles, policies and regulations regarding development of the entire province's machinery, electronics and military equipment industries and organize their implementation.

2. Organize the drafting of the entire province's machinery, electronics and military equipment industries' medium and long term plans, the annual production plans and organize their implementation.

3. Organize the drafting of the entire province's machinery, electronics, and military equipment industries' plans for major capital construction projects and technical renovations; take responsibility for requisitioning and disbursing the related funds and organize their implementation.

4. Organize the drafting of the entire province's machinery, electronics and military equipment industries' plans for major research projects, the development of new products and the dissemination of new technologies; take responsibility for requisitioning and disbursing the relevant funds and organize their implementation; perform test and acceptance of the results.

5. Oversee the new construction and renovation projects for all trades in enterprises above the county-subordinate level and oversee the request and approval for closing, stopping work, combining or converting.

6. Oversee and apply international standards, national standards and professional technical standards throughout the trades, organize the drafting of professional standards relevant to the individual trades. Implement quality inspection, certification and issuance of production permits for machinery and electronic products.

7. Organize and guide the entire profession's economic and technical cooperation and exchange with organizations from other provinces or foreign countries, and the introduction and absorption of technology.

8. Bear responsibility for the balanced distribution of the major raw materials and subsidiary component parts and materials; organize material supply for the subordinate industries; organize the linkage between supply and demand for machinery and electronic products; provide full-line service (chengtao fuwu) in machinery and electrical equipment.

9. Provide guidance for the reorganization of all trades and amalgamations within the trades; promote the development of professional cooperation; improve economic management and increase economic results; promote the modernization of enterprise management.

10. Organize and promote the interchange of information within the trades; investigate and oversee production safety, protection of the environment and the conservation of resources; strengthen macro-management of wage and finance audits.

11. Guide and develop various types of technical training for all trades.

12. Within stipulated limits of authority, be responsible for managing the prices of machinery and electronic products.

Machinery Industries Office

Primary mission:

Under the guidance of the provincial government, draw up and carry out the principles, policies and relevant system of rules and regulations for the entire province's machinery industry; give concrete guidance to and manage the entire province's machinery industry's scale, planning, science and technology and production, supply and sales business; work diligently to expand the province's machinery industry output and increase economic efficiency.

Areas of responsibility:

1. Be responsible for drawing up, balancing, and the collection of investigative reports on the comprehensive technical and economic targets of the long term plans, the annual production plans, the science and technology (S&T) plans and the capital construction plans; research and determine the distribution of productive forces, the trends in enterprise output, product placement and scale of production. Participate in the drafting and employ various regulatory measures to insure the realization of targets of scale and plan targets, especially the fulfillment of the missions involving state command targets, the production of major products, the military industry and exports.

2. Be responsible for organizing cooperative efforts involving and the certification of new products from the entire province's machinery industries and S&T key projects; for imported technologies, the analysis of feasibility, guarantees of absorption and organization of negotiations; for reporting to higher levels for approval the

results of scientific research, the drafting and revision of standards for industries subordinate to the province; the promotion of international standards; for the promotion and utilization of new products, new technologies, new materials and new industrial arts.

3. Be responsible for the overall work involved in production control, enterprise management, and the comprehensive reorganization of enterprises for the entire province's machinery industries, as well as for the pilot projects in modernized management and the dissemination and exchange of experiences.

4. Be responsible for the recruitment of students and the management of the entire industrial system's technical worker schools, the middle specialized schools, the workers' middle specialized schools, the workers' universities and the TV university; for the drafting of, inspection of and realization of the training plan for workers and cadre.

5. Be responsible for equipment management throughout the entire industrial system; for the planning, inspection and management of energy conservation of all subordinate units.

6. Be responsible for guiding the financial accounting work of the machinery industry. In accordance with the state unified regulations, work out the machinery industry's financial accounting system and oversee and investigate the status of financial and economic discipline. In cooperation with concerned departments, effect control of the prices of machinery industry products.

7. Be responsible for product quality control for the entire industrial system and for approving and issuing production permits; organize activities within the trades; promote the reorganization, restructuring and amalgamation of trades; promote interconnections between trades at all levels.

8. Be responsible for the distribution, organization of and overall balancing of raw material and component parts supplies for the entire industrial system as well as for the marketing and export of machinery products. Participate in or manage the distribution of necessary raw materials for command plan production as well as for the balanced allocation of command plan machinery and electrical products. Organize the plan, raw materials supply service work.

9. Be responsible for personnel quotas and quota setting as well as labor protection work throughout the industrial system; be responsible for the recruitment, dismissal and assignment of the leading groups in directly subordinate units; for the selection and training of cadre; for the management of technical cadre; and for decoding of professional titles.

10. Organize and guide the machinery industries in raising the level of management; promote modernized management within the trades; guide and promote horizontal economic unions in the machinery industry; the cooperation between specialties; and the renovation of the enterprises' internal mechanisms (systems).

11. Be responsible for managing the directly subordinate research institutes, schools and other subordinate units, guide the work of the various trade associations and societies of the industries.

Metallurgical Industries Office

Primary mission:

Consistently adhere to the party's and the state's relevant principles, policies and laws, be responsible for managing the work of the province's appropriate metallurgical industries, execute a comprehensive overall plan for the appropriate enterprises and products, competently carrying out the work of guiding and serving production, technology, management and sales, in accordance with regulations, perform management functions as the representative of the Ministry of Metallurgy to the directly subordinate enterprises, institutions and units in the local area; give direct guidance to the enterprises and institutions directly subordinate to the province and those so relegated by the Ministry of Metallurgy; provide professional guidance to the prefectural (city) and county metallurgical units; in accordance with the requirements of the reform of the economic system, vigorously promote the development of metallurgical science and technology; provide the necessary management, inspection, guidance and regulation to the entire province's metallurgical trades, and provide comprehensive service to the basic levels.

Areas of responsibility:

1. Be responsible for drafting the long term plans and the three year rolling plans and oversee their implementation.
2. Be responsible for professional (hangye) management of the province's metallurgical industries, maintain overall balance, take the whole situation into account and plan accordingly, keep things in balance, be of service, carry out inspections, the major task is to define product trends, area distributions, product division of labor and technological and economic policies.
3. Be responsible for the annual plan of the province's metallurgical industries and the organization of production (including production management) as well as the control of industrial targets.
4. Be responsible for raw material and equipment supplies for directly subordinate enterprises and for the product plans and sales work of directly subordinate enterprises, in addition, for the production of the other metallurgical enterprises, actively keep a balance with external conditions, maintain coordination and organize the supply of raw and fuel materials.
5. Be responsible for drawing up and getting approval for the capital construction, technical renovation, financial and labor wage plans of the metallurgical enterprises directly subordinate to the province, as well as for the examination and approval and forwarding for approval of the major technical renovation projects of other metallurgical enterprises.

6. Be responsible for organizing and coordinating the metallurgical enterprises' major scientific research projects and new product development projects, as well as for the management and promotion of the results of the research. Be responsible for the drafting of technical standards and for patent submissions.

7. Be responsible for oversight of the metallurgical enterprises' quality, resources and metrological work, provide technical services to the metallurgical enterprises for production, mechanization, safety, environmental protection and other such work.

8. Be responsible for the deployment of geological work teams and the verification of reserves for metallurgical mines.

9. Be responsible for the management, as appropriate (guikou), of local nonferrous industry, to include planning, technical oversight (jicuo), production organization, coordination, product sales and interchange of raw materials.

10. Be responsible for the entire province's metallurgical enterprises management work, organize the enterprises to rise in rank and attain targets; be responsible for setting and revising the provincial standards for advanced enterprises and the work of forwarding reports on advanced enterprises. Be responsible for internal audits of the metallurgical enterprises directly subordinate to the province.

11. Be responsible for the oversight, appointment and dismissal of the leading cadre in directly subordinate enterprises and units.

12. Be responsible for staff and worker education in directly subordinate enterprises, institutes and units.

13. Organize the metallurgical enterprises' work of exporting for profit and bringing in technology, equipment and materials.

Coal Industries Office

Primary mission:

Under the guidance of the provincial government and the Ministry of Coal and in accordance with the office functions of planning, oversight, coordination and service, provide unified guidance and appropriate (guikou) management to the entire province's coal industries and act as overseer for the build-up of production in state-monopoly (tongpei) coal mines. Within the guidelines of the state plan, reasonably exploit the province's coal resources, organize safe production in the mines, develop coal technology, enhance managerial control, and speed up technical improvement. Do a good job in comprehensive utilization, enhance the exploitation of ideas and raise the economic efficiency of the enterprises. In accordance with the requirements of the reform of the economic system and the simplification of administration and devolution of authority, expand the autonomy of the enterprises, urge the enterprises to adapt new methods and new forms (zhuangui bianxing) so that the provincial coal industry's development will correspond to the entire province's economic build-up.

Areas of responsibility:

1. Adhering consistently to the party's and the state's relevant principles, policies, laws and regulations, taking into consideration the pertinent circumstances, research and draw up the concrete principles, policies and regulatory systems for the development of the coal industry for the entire province and see that they are implemented.
2. Draw up the provincial coal industry medium, long-term and annual plans and see to their implementation. Oversee and investigate the status of implementation.
3. Guide, manage and oversee the work of safety inspections, safe production, industrial hygiene, protection of workers and the environment throughout the province's coal industrial system.
4. In accordance with the principles of the separation of state and enterprise, the simplification of administration, the devolution of authority and the revitalization of enterprises, carry out management according to level (fenji guanli) of the personnel, finances, materials, products, supply, and sales of the coal enterprises, institutes and units subordinate to the province.
5. Control the entire province's coal resources; arrange for geological surveys; forward prospecting reports for approval; be responsible for examining and approving the geological reports entrusted by the provincial reserves committee (sheng chu wei). Organize the work related to feasibility studies, design, construction, production set-up, final inspection of construction and related matters for provincial and other major construction projects.
6. Organize the drafting of the supply plans for units receiving direct supplies (zhigong danwei), approve the orders, the distribution, adjustments, conservation and management, in coordination with the concerned departments, arrange and organize the shipment and sale of coal to the state from the coal mines subordinate to the province and from prefectural, county and village coal mines. In coordination with the concerned departments control the prices of products from the provincial enterprises.
7. Strengthen financial and economic management; enforce financial and economic discipline; be responsible for organizing the financial management and auditing work of all the enterprises subordinate to the provincial coal [industry office].
8. Organize technical renovation work and major technical innovation projects; approve the results of scientific and technical research; promote advanced technologies; solve major technical problems involving establishing production and coal processing and coal utilization; raise the level of mechanization in the coal industry.
9. Manage the cadre and specialist technicians overseen by the provincial office who are working in units directly subordinate to the province. Competently reorganize and build-up the leading groups. Enhance ideological and political work; train the staff and workers well; raise the political qualities and the technical proficiency levels of the coal mine workers and staff.
10. Tighten enterprise management; enhance the economic responsibility system at all levels; raise the overall quality and the economic efficiency of the enterprises as a whole.
11. Suiting methods to local conditions, develop washing, selection and processing and comprehensive utilization methods. Allow broad leeway to effect diversified operations at the mines and start up tertiary industries.
12. Be responsible for the system's energy conservation work; broaden sources of income and reduce expenditures and energetically work to reduce consumption of raw materials.
13. In cooperation with the prefectures, counties, townships and villages, guide the construction of local coal production, in accordance with resource management methods, be responsible for approving the development of the entire province's prefectural and county coal mines; be responsible for approving the development of mining areas subordinate to the province and township and village coal mines; arrange for the technical improvement of township and village coal mines with provincial funds.
14. Coordinate with the concerned departments and the local government to handle industrial-agricultural disputes arising in the construction of province-subordinate enterprise production.
15. Be responsible for the foreign aid projects assigned by the State and for the selection and management of the foreign aid workers; see that foreign aid projects undertaken are completed on time. Be responsible for economic and technical cooperation with other trades and other departments as well as for economic and technical cooperation and exchange with foreign countries.
16. Take the initiative to accomplish well the coordination work involved in planning, prospecting, designing, capital construction, production, scientific research and in education.
17. Tighten supervisory work. Inspect and urge units directly subordinate to the province to consistently adhere to the party's and the state's policies and laws; carry out investigations and adjudication of cases and personnel violating administrative discipline.
18. In cooperation with the labor unions, investigate and promote the implementation of the workers' representative congresses by the units directly subordinate to the province; strengthen the democratic management of the enterprises.
19. In cooperation with the trade unions, organize and guide social labor competitions within the units subordinate to the province; honor the advanced and propagandize their experiences.
20. On the basis of developing production, as far as is necessary and is possible, be concerned about and enhance the establishment of coal mine workers' welfare facilities and gradually improve the coal mine workers' quality of life.

21. Be responsible for information work involving coal, enhance macroplanning.

Petrochemical Industries Office

Primary mission:

Consistently adhering to the party's and the state's relevant principles and policies, provide unified guidance and appropriate management to the work of building the entire province's petrochemical industry production; be responsible for the overall development plan of the subordinate enterprises and institutions, the macro-control of production management and the regulation of the product mix; take up the micro-economic management functions of some enterprises within the subordinate enterprise units; organize and coordinate overall cooperation between the trades, unceasingly enhance economic efficiency; provide comprehensive service to the province's light, textile, pharmaceutical, machinery and electrical, building materials and other trades; provide ever more chemical fertilizer, pesticides and other materials to agriculture; promote the development of the province's petrochemical industries.

Areas of responsibility:

1. Investigate, research and draw up the entire province's petrochemical industry's development strategy and the trade specific principles and policies.
2. Be responsible for inspecting and investigating the implementation of the economic policies, laws and regulations by the province's petrochemical enterprise and institutional units.
3. In accordance with the requirements of the national petrochemical plans and the nation's national economic development plans, be responsible for drafting the middle and long term development plans for the entire province's petrochemical industry and organize their implementation.
4. Be responsible for drafting the entire province's petrochemical industry's annual production plan (including product types and amounts, quality, consumption, conservation, economic efficiency and export remittances plans), the capital construction plan, the technical renovation plans and S&T plans; coordinate the implementation of the enterprise plans.
5. Be responsible for regulation of the entire province's petrochemical industry and carry on comprehensive coordination and guidance of horizontal associations. Organize and develop economic and technical cooperation.
6. In accordance with the relevant state regulations, approve and submit for approval capital construction and technical renovation projects; be responsible for organizing the preparatory work on large- and medium-sized projects, providing close management of such aspects of major projects as the initial proposal, design mission plans, initial design, financing, materials, construction, and so forth; in accord with the unified plan, coordinate

prefectural and county petrochemical construction projects and new product distribution plans.

7. Put forward investigation suggestions regarding the province's large and medium scale petrochemical enterprises and for those small scale petrochemical enterprises whose development is controlled by the state; in accordance with the relevant stipulations from higher levels, carry out the issuance of production permits.

8. In line with the principle of supporting, guiding, regulating and raising up, carry on the service work of providing information and technology to the entire province's rural township petrochemical enterprises as well as comprehensive coordination.

9. Guide the petrochemical enterprise units in accomplishing well the reform of the economic system; investigate, research and organize the implementation of measures which invigorate the enterprises.

10. Be responsible for the entire province's petrochemical S&T management work; inspect the enterprises' compliance with state standards and the various professional technical standards; approve enterprise standards; organize the selection and approval of new products; organize the development and promote the utilization of new products, new technologies, new methodologies and new materials.

11. Be responsible for organizing the collection, handling, storage, and dissemination of information on domestic and foreign petrochemical economics, technology, production, sales and so forth, providing informational and advisory service to the entire province's petrochemical trade.

12. In accordance with the state's relevant regulations, carry out inspection and guidance of the plan implementation, finances, auditing, quality, environmental protection, industrial health and worker protection and safety and so forth in the entire province's petrochemical industry enterprises, institutions and units.

13. Strengthen production controls and management of equipment; cooperate in solving major production problems; competently provide production statistics and analyses for the entire industry.

14. Be responsible for setting forth the management upgrade plans for the enterprises subordinate to the province and organize its implementation; carry out enterprise management advisory and guidance work for the entire province's petrochemical industry; aid the enterprises in raising the level of management.

15. In accordance with state regulations, be responsible for setting and managing the entire province's petrochemical product prices.

16. Organize the importation, digestion, absorption, creation and unification of petrochemical industry technologies; be responsible for the export for profit of petrochemical products; within the limitations of management

authority, and be responsible for the petrochemical industry's foreign affairs management work for the entire province.

17. Oversee the entire province's petrochemical industry's worker wage management work; within in the limits of management authority, be responsible for organizing the work of establishing and stipulating the tables of organization and the complement of worker personnel and the worker technical grade standards, issue labor plan instructions, approve wage adjustment plans for the petrochemical enterprises and institutions subordinate to the province.

18. Guide the enterprises in competently carrying out petrochemical product distribution management work, provide comprehensive balance to materials distribution, organize the enterprises' development of product markets, open up product consumption channels.

19. Organize the importation and absorption and adaptation of petrochemical technologies; be responsible for petrochemical industry staff and worker education work, draw up the industry worker education plan and the talent cultivation plan, oversee the various types of petrochemical vocational schools subordinate to the office, set forth the worker education plans for directly subordinate enterprises and units and organize their implementation, competently cultivate workers, technicians and managers, work diligently to raise the quality of the petrochemical workers.

20. Be responsible for the organization and management of the entire province's enterprise institutions and units, carry out management and old cadre oversight work. Manage, train, hire, and fire the party and government principal and vice officers in units at the county mass organization level (xian tuan danwei), in coordination with the Ministry of Petroleum and the Ministry of the Chemical Industry oversee and test the party and government principal and vice officers in units managed on behalf of the ministry.

21. Be responsible for the directly subordinate enterprises and units and guide the industry in building spiritual and cultural civilizations, competently carry out ideological and political work among the workers.

22. Be responsible for the professional management work of the grass roots trade unions in the directly subordinate enterprises, institutions, and units, and provide professional guidance to the entire province's petrochemical industry's grass roots trade unions.

23. Organize and guide the work of the various types of associations and societies in the province's petrochemical industry.

24. Investigate and research and organize industrial competitions, exchange and propagandize the experiences of the advanced units.

Electronic Industries Office

Primary mission:

Under the guidance and unified planning of the provincial government and the Ministry of the Electronics

Industry, oversee the province's electronics industry; guide the enterprises, institutions, and units directly subordinate to the province and the enterprises given over by the Ministry, provide appropriate guidance to the prefectural, city and county electronics industries, provide overall planning, coordination and inspection of the various economic activities of the entire province's electronics industries and provide all varieties of services to the entire industry.

Areas of responsibility:

1. In accordance with the Ministry of Electronics Industry's principles, policies and regulations for the electronics industry, research and set forth the concrete principles, policies and relevant regulations for the entire province's industry-wide development and organize their implementation.

2. Draft the medium and long-term development plans for the various trades, (including enterprises). This is to include plans for the development of productive forces, the development of the production of items in short supply, plans for new and increased productive capacities, investment plans, plans for enterprise reorganizations, amalgamations, stoppages, and transfers, plans for construction under adjustments for the three lines (xianxian: coastal, interior, far west), the regional distribution of work by trade and professional cooperation; the adjustment of trade organizational structures, technical innovations within the trades, the plans for the research and development of new products, the plans for technical renovations and the importation of technology, and so forth.

3. Set forth for the trades technical policies and economic policies, promoting their technical and economic development. This includes a logical technical structure, industrial structure, product mix, technical renovation within the trade, technical equipment, the importation of technology, the direction of investment within the trade, standards for plant construction, scale, location, target costs, economic lot size, and so forth, within the industry as well as the policies and regulations of other such incentives and limitations.

4. Draw up and send out the entire industry's annual production plan and the economic efficiency plan (including products, production quantities, output value and other such economic, technical and financial targets), and be responsible for organizing, inspecting and testing their implementation. In accordance with the limitations of managerial authority, be responsible for carrying out financial accounting, budgeting and final accounting for directly subordinate enterprises, institutions and units, handle various financial problems, competently handle financial adjustments and profit distributions.

5. Regarding professional, industry-wide work such as finances, prices, turning deficits to profits, industry up-grades, technical cooperation and other such activities, take responsibility for conducting departmental direct supervision and industrial indirect supervision.

6. Be responsible for production management for the entire industry and comprehensive statistical analysis work; organize the implementation of the entire industrial system's target management plan. Be responsible for requesting, allocating, supplying and adjusting raw materials directly supplied by the ministry and major component parts; open up markets; organize integrated supply and marketing for electronic products; information on market conditions and repair and maintenance services.

7. Draw up and submit to higher levels the entire province's annual plan for technical renovation projects and organize its implementation, including the project draft proposal, the feasibility study, inspection of the design and approval of the outside investigations; within the limits of stipulated authority, oversee the entire province's capital construction for the electronic industry, environmental protection, import and export trade and other activities involving interaction with foreigners.

8. Draw up and issue to the entire industry the annual S&T research and the new product plans, major S&T research projects, development plans for major new products, coordination, technical design, results certification of new product research, patents and results management, management of the three types of costs, the setup and management of S&T funding, the promotion of new technologies, new materials, new products, new management methods (software), organize the digestion, adoption and sinification of new, imported technologies.

9. [Responsibilities include] Drawing up and issuing product quality plans, product quality inspection and certification; drafting and implementation of the product improvement [chuangyou] plans; submission and issuance of production permits and management of standardization; quantitative grading and upgrading; education in quality; reporting comprehensive statistics on qualitative conditions; effect inspection, control and tracing of all the province's electronics products; providing informational feedback on quality matters.

10. Be responsible for the education of staff and workers throughout the industry, for the continuing education of specialized technical cadre above the rank of engineer, for management of middle specialized schools, for training of cadres within the organ and directly subordinate units, for the various schools at the prefecture and city levels, for the management of training classes.

11. Be responsible for labor wage management, labor protection (including production safety) for the workers, for labor wage statistics reporting, management of labor force totals [laodong zonghe], as well as cadre special retirement, ordinary retirement, student recruitment, cadre recruitment, and their allocation, and other such work.

12. Be responsible for market forecasts and industrial science and technology; collect and make comprehensive summaries and exchange economic information; provide advisory services for the development of the entire industry.

13. Set forth industry management rules and regulations; investigate and inspect the economic activities of the entire industry; be responsible for carrying out audits and inspections of directly subordinate enterprises, institutions and units; provide guidance to the entire industry's internal auditing work.

14. On behalf of the provincial electronics [bureau] promote the daily agenda of the office of the leading group.

15. Be responsible for accomplishing other such temporary tasks as assigned by the Ministry of Electronics, the provincial government and relevant higher level business departments.

Communications Office

Primary mission:

Under the guidance of the provincial government, provide unified guidance and management of the administrative management work for the entire province's public roads, waterways and local railroads; while emphasizing compliance with communication principles, policies, laws and regulations, effecting overall balance, carrying out supervision, service, and coordination of multi-lateral relations, retain a good grasp on macromanagement of local communications. Be responsible for guiding and managing the work of building up the communication enterprise and institution transport production, industrial production and transport capital construction.

Areas of responsibility:

1. Consistently adhering to the party's and the state's principles and policies, research and set forth the entire province's communication and transportation principles, policies, laws and regulations and oversee their implementation.

2. Be responsible for the entire province's communications and transportation development plan; provide overall leadership, comprehensive planning, overall balance; in a comprehensive way arrange the relations between the speed, scale and ratio of development of communications and transportation; be responsible for managing the communication and transportation markets.

3. Be responsible for the administrative management of communications safety on all of the province's public roads and waterways; get a good grasp on vehicle and vessel inspections, the training and testing of drivers, the issuing of licenses, the prevention and handling of traffic accidents; provide unified control of navigation corridors, public roads and relevant communications installations; get a good grasp on road and river administrative management throughout the province; protect communications order and safety on land and water; coordinate with environment protection departments to investigate and control vehicle emissions, noise and other pollutants.

4. In cooperation with the concerned departments balance internal trade and material resources, in a timely manner complete the roadway passenger and freight transport mission while guaranteeing quality and quantity; when the

nation is in a state of war or under other emergency situations, be responsible for organizing and guiding public roadway war transport and emergency transport.

5. Be responsible for arranging economic accounting, financial management and price control for directly subordinate roadway enterprises and institutions; set up the accounting system for roadway enterprises and institutions; guarantee the completion of the financial mission; in accordance with the requirements of directly subordinate transport production and construction, provide unified planning, request allocations, submit orders for and manage the materials distributed under the state plan.

6. Be responsible for the ideological and political work among directly subordinate roadway communications workers; be responsible for training of workers and cadres, for the selection, assignment and management of leading cadre in units directly subordinate to the office; competently build up the ranks of the leaders, the leading groups and the staff and workers; be responsible for providing unified management for directly subordinate roadway transport worker management, labor wages, labor protection, worker awards and worker social benefits and other such work.

7. Be responsible for safety defense work in roadway communications, transportation and construction, prevent and counter any type of destructive activity; guarantee the safe transport of goods and passengers; be responsible for guiding and overseeing the safety and prevention work in directly subordinate units.

8. In accordance with the requirements of the development of roadway communications, research and determine the direction of science and technology and educational development; be responsible for reviewing major scientific research, education and annual plans; be responsible for organizing research on specific important tasks and for examining and certifying the results of research and provide appropriate management of roadway transport quality and standards; be responsible for importing relevant roadway communications advanced technology and equipment and for technical renovations and the promotion of new technologies.

9. Be responsible for managing cadre schools and middle schools directly subordinate to the office; train roadway communications professionals and technicians; be responsible for the training and education of staff and workers; raise the professional technical and cultural level of the staff and workers. Be responsible for management work related to communications archives.

10. Guide, coordinate and balance transportation, major construction and repair and maintenance work for all prefecture and city roadways and organize, summarize and exchange work experiences.

National Defense Science, Technology Industries Office

Primary mission:

Under the leadership of the State Council National Defense Science and Technology Industries Committee

and the provincial government, in accordance with the principles and policies of national economic construction and defense construction, taking into account the province's actual situation, draft the concrete policies, the rules and regulatory system and the development plans and methods for the local military industries, facilitate the unity of the military and the civilian; provide modern weapons and equipment for the armed forces and the militia; be of service to national economic construction.

Areas of responsibility:

1. Conscientiously carry out the relevant party and state principles, policies and laws, as well as the concrete principles, policies and relevant regulations of the provincial committee and the provincial government.

2. In accordance with the state's decisions on reform of the economic system, organize and promote the various reforms of the entire system; summarize and propagandize advanced work experiences, promote modernization of management, facilitate the exchange of information.

3. In relation to the military industries, enterprises and institutions subordinate to the Committee, ensure the completion of their research and production missions and carry out supervision, guidance and inspection of all economic and technological targets; provide coordination across departments and industries, perform service work in a positive manner.

4. Break through the departmental and industrial boundaries; in accordance with the principles of on the spot, in the neighborhood, cooperative specialization and economic logic, aid the various enterprises of the military industries to develop civilian products; promote vertical and horizontal economic linkages between military industry enterprises and between the military industries and civilian industries; organize various types and forms of economic cooperative bodies.

5. Organize the military industries, enterprises and institutions to carry out research and development of civilian products and the promotion and utilization of new technologies, new industrial arts and new materials, promote the transfer of military technologies to civilian use, open up new markets for technology, be of service in helping the local economy flourish.

6. In cooperation with the provincial planning committee and the provincial economic committee, be responsible for drawing up, investigating and approving the system's civilian product plans.

7. Investigate, research and draw up the near and long-term plans of the entire system for the development of civilian products.

8. Be responsible for establishing projects, funding and arranging approval for the system's importation [of technology], joint ventures and cooperative ventures as well as technological renovation projects.

9. Provide overall leadership and guidance to the work of scientific research, production, technology, finances and

wages in the military industry enterprises subordinate to the province, ensure the completion of the various economic and technical targets.

10. Be responsible for the collection of all types of statistical material for the entire system, for the analysis of the status of the fulfillment of economic and technical targets and for the forwarding of reports and financial auditing.

11. Be responsible for the allocation and management of local materials to the local military industries, enterprises and institutes as well as the enterprises and institutes subordinate to the bureau.

12. As appropriate oversee the work of approving civil riot equipment and the environmental protection, energy conservation and social control products produced throughout the province.

13. Assist the various military departments in facilitating quality control and quantity control work, be responsible for recommending and submitting for approval exceptional quality products at all levels.

14. Be responsible for the management of the education of workers, of technical schools, and of schools for the children of workers for the entire system.

15. Be responsible for the management of industrial health, medical health and patriotic health work.

16. In cooperation with the concerned provincial departments, facilitate arranging approvals for the adjusting, renovating, planning and moving of third-line units and the central's workers' livelihood benefits for third-line units in hard-pressed areas.

17. As appropriate, oversee the correspondence and visitor work, the united front work, Overseas Chinese services and foreign affairs work for the entire system, carry out the relevant proposals of the provincial Peoples' Congress and the provincial Peoples' Political Consultative Conference.

18. Stimulate the various enterprises and institutes and units to manage their peripheral [huanti] economic organizations, to develop a diversified economy, arrange for the education and employment of the children of workers.

19. Be responsible for the ideological and organizational build-up of the party throughout the system as well as for the ideological political work and propaganda in the entire system and for reporting on the theoretical training of the cadres.

20. Coordinate with the various military industrial departments in carrying out investigations, adjustments and preparation of the leading bodies of the various enterprises, institutes and units in the system.

21. Be responsible for the assignment of the cadres of the entire system, of the allocation and exchange of graduates from universities and specialized institutes as well as for placement and training of cadres transferring in from the military.

22. As appropriate [gaikou], manage the implementation by the entire system of the work under the policies for intellectuals and for the retired cadres.

23. As appropriate, guide the entire system's work of investigating discipline and fighting economic crimes.

24. As appropriate, manage the system's safety, security and health protection work.

25. Be responsible for the writing of the history and keeping of other records of the province's defense industries.

26. Carry out such other tasks as assigned by the provincial committee and the provincial government.

Economic Coordination Office

Primary mission:

Be responsible for the overall management of the entire province's economic and technological coordination, planned guidance, and inspection services. Maintain control of the economic cooperation between the province and domestic (including the special economic zones and the economic development zones) and intraprovincial entities; effect unity and cooperation, a four-in-one combination among the province's economic, technological, personnel and material assets; coordinate the relations between the various industries, departments and areas, broaden the channels of cooperation, organize and promote the development and robust growth of provincial economic cooperatives and group enterprises, while participating in the international and national circulation system, promote circulation within the province, in keeping with the overall strategy of the province's economic development, draw up development plans for vertical and horizontal economic and technological cooperation, actively establish links and exchange experiences in economic and technical matters within and without the province, be of service to the grassroots levels, promote the development of the province's national economy, competently act as a staff for the provincial leadership.

Areas of responsibility:

1. Draw up the entire province's medium and long-term horizontal economic association plans and economic and technological cooperation plans. In cooperation with the concerned departments set out enterprise group development plans and regional cooperation development plans.

2. Draw up and make adjustments to the entire province's annual plans for economics, technology, personnel and materials, and organize their implementation in cooperation with the concerned departments.

3. Draw up the relevant regulations and policies for the development of horizontal economic associations for the province.

4. Linking up the various cooperation channels of the province, cities and autonomous regions, organize and adjust the various major economic associations within and

without the province, carry out the evaluation, approval and organize the implementation of major economic association projects.

5. Maintain an overall grasp on the status of the province's development of horizontal economic associations, investigate model situations, organize the exchange of work experiences.

6. Be responsible for the control and approval of the export of large quantities of cooperatively produced materials from the province.

7. Supply information on cooperative efforts, cooperate with accounting departments in the carrying out accounting work associated with the province's horizontal economic associations.

8. Be responsible for consultation and liaison work related to the provincial government's economic and technical advisory work.

9. Be responsible for meeting and handling the various economic and technical cooperation conferences (groups) from the various provinces, cities and autonomous regions, organize the associated regional and departmental professional meetings. Organize the out-of-area visits made by provincial economic and technical cooperative groups.

10. Provide professional guidance for the provincial government offices stationed in other areas and the horizontal economic associations and economic-technical cooperative efforts in other localities. Coordinate, manage and be of service to the work of the offices of other localities.

11. Undertake such other work as assigned by the provincial committee and the provincial government.

Light Industries Office

Primary mission:

In regards to the province's light industries, carry out the missions of comprehensive planning of production, overall balancing, macroscopic management, production control, and supervisory services as well as oversight of prices, equipment, raw materials and quality.

Areas of responsibility:

1. Draw up, for the entire province's light industries and trades, their development strategies, long term plans, and the industrial policies for development in various time periods; lay out the major construction projects for the entire province's light industry system, decide the course of the entire province's light industry development and the goals of development; draw up the entire province's light industry system's annual plan for production, capital construction, technical renovation and such matters; draft the entire province's light industry system's plan for development of science and technology and raising scientific and technical levels; plan and coordinate major scientific research projects; be responsible for importing new technology, new equipment, for reforming old enterprises and other such tasks.

2. Organize, coordinate, inspect and guide the entire province's light industry trades in construction of productive capabilities, summarize and propagandize experiences gained in production construction by the entire province's light industry trades, be responsible for comprehensive planning of the entire province's light industry trades' production, overall balance, organizational coordination and macroeconomic control; solve existing economic and technical problems of production, be of active service, eliminating problems and solving difficulties as regards raw materials, energy, funding and technical renovations and other such aspects in the basic level enterprises.

3. Be responsible for product quality control throughout the province's light industries, for new product development, and for the upgrading and replacement of products, set out and implement plans for the trial production of new products and for the creation of superior quality and brand name products, organize quality evaluations within the trades.

4. Draw up the province's light industry system plan for eliminating deficits and increasing profits, set and approve light industry product prices, organize the economic accounting for the entire province's light industry enterprises, spur the enterprises to decrease consumption, to lower costs and unceasingly enhance economic efficiency.

5. Be responsible for enterprise management and enterprise reorganization work throughout the province's light industry system, research and promote domestic and foreign advanced enterprise managerial methods, distribute and exchange information and carry out economic and technological guidance, launch inter-factory competitions, enhance the level of enterprise management.

6. Conscientiously enforce the standards promulgated by higher levels regarding number of employees, employee wages, worker technical grades, and carrying out the principle of distribution according to work done, organize the enterprises of the province's light industry system to institute civilized production, control environmental pollution, launch safe production and fire hazard inspection movements.

7. Be responsible for staff and worker education, adult middle school and higher education, and universal middle school education for the province's light industry system, develop staff and worker education theory research, carry out reform of worker education.

8. Be responsible for the compilation of statistical reports on the entire province's light industry system's production, capital construction, materials, costs, wages for labor, science and technology, education, cadres and so forth, do analysis of the statistics, keep in order historical materials.

9. Be responsible for the normal work of the various associations and institutes of the province's light industry system, organize and carry on advisory work, academic exchanges and other such activities.

10. Be responsible for the establishment of leadership groups in the units subordinate to the office, appoint the incumbents leading cadres and select the reserve cadres, put

into effect the policy on intellectuals, conscientiously oversee and serve the retired cadres.

First Light Industries Office

Primary mission:

Under the leadership of the provincial government and the guidance of the Ministry of Light Industry, adhering consistently to the party's principles and policies, carry out macroscopic guidance, overall planning, supervision and inspection, and coordination services, diligently develop the entire province's "First Light" industries, and in keeping with and fulfilling the requirements of the markets inside and outside the province as well as of foreign exports, serve the consumers.

Areas of responsibility:

1. In accordance with the party and state's principles and policies, and in keeping with the real situation in the entire province's light industries, investigate, research and set forth the professional principles, the technical and economic policies and economic regulations for developing the entire province's "First Light" industries.
2. In accordance with the demands of the provincial government and of the Ministry of Light Industry, as well as social needs, draw up the medium and long term plans and the annual plans for the entire province's "First Light" industries' production, capital construction, scientific research, education, technical renovation, infusion of technology and science as well as for imports and exports, and then organize their implementation.
3. Effect, for the entire province's "First Light" industries, management as appropriate, overall ordering, reasonable deployment, and comprehensive balance as well as coordination and service.
4. Be responsible for production and technical management work for the entire province's "First Light" industries, raise product quality, increase the types and styles of products, improve packaging and wrapping, lower the consumption of raw materials and fuels, enhance product serialization, standardization, improve working conditions, deal effectively with safety in production, protect the environment well.
5. Collect and disseminate economic information, organize the spread and utilization of new technologies and the summation and exchange of advanced experiences.
6. Guide, oversee, promote and inspect production and construction by the "First Light" industries in all locations, organize coordination and solve the major problems that occur in production and construction.
7. Tighten guidance over management of enterprise modernization and unceasingly raise the level of enterprise management.
8. Foster scientific research activities in "First Light" industries, organize the solution of technical problems and technological exploration.

9. In accordance with the state system of material management, be responsible for organizing and guiding the requisitioning, distribution, and market regulation for all the materials (including ordinary and special materials and imported materials) required by the entire province's "First Light" industries.

10. Be responsible for requesting, distributing and, within the limits of authority, the approval and management of the funds required for the "First Light" industries' production, construction and scientific research.

11. Actively promote reform of the economic structure, breathe life into the enterprises, vigorously promote horizontal economic associations, strengthen specialized cooperation.

12. Emphasize the expansion of knowledge, conscientiously manage the light industry's specialized schools, cadre schools and workers and technicians schools, earnestly cultivate technical personnel and management cadres.

13. Organize economic and technical cooperation with foreigners and science and technology exchange activities.

14. Emphasize ideological and political work in the enterprises, enhance the political qualities of the workers and staff.

15. In cooperation with the concerned departments, carry out the military industrial production and scientific research missions of the "First Light" industries, competently complete estimate work, adjust prices and tax rates well, plan and arrange linkages with industry and commerce, industry and trade, coordinate the market sales and the export of light industry products.

16. Be responsible for the reform, adjustments, selection and dismissal of the leadership bodies in units subordinate to the office.

Second Light Industries Office

Primary mission:

Under the leadership of the provincial government, be responsible for the enterprise management of the leather products, household electrical, hardware manufacturing, arts and crafts products and furniture manufacturing trades of the entire province as well as for the management of urban and village household industries, organize the entire province's "Second Light" industries' production.

Areas of responsibility:

1. Bear overall responsibility for the production and planning work of the "Second Light" industries, organize and draft the medium and long-term plans, draft and issue the annual production plans and the main technical and economic targets plans, be responsible for managing the fixed point distribution of the planned products which are controlled by higher than provincial-level authority, organize the concerned departments in arranging the overall balance in materials necessary for production.

2. Bear overall responsibility for the entire province's "Second Light" industries' production (apportionment) work; be responsible for organizing and controlling the implementation of their annual plan; be responsible for the biweekly apportionment and monthly analysis of product value and quantities of major products and, in accordance with priority production requirements, apportion portions of raw materials; be responsible for product quality inspections and approvals for the entire trade and prepare products for ministry excellence, provincial excellence and national quality awards.
3. Bear overall responsibility for the "Second Light" industry scientific research work; draft the annual and medium and long-term scientific research plans and programs, and organize their implementation; be responsible for the research subjects selected, protection of scientific and technological secrets, for patent registration, certification of the results of research, critique, exhibitions, rewards, promotion and application; guide the professional work of the entire province's "Second Light" industries' specialized research institutes.
4. Bear overall responsibility for technological renovation, capital construction, and the development of new products in the province's "Second Light" industries; be responsible for drafting and forwarding for approval the annual and medium and long term plans for technical methodologies, importation of technology, capital construction, environmental protection and so forth, as well as for the new product development and trial production plans; apply for and effect the credit standards for projects already approved; apply for and distribute the "three materials" required for technical renovation and capital construction.
5. Bear overall responsibility for financial and price work for the province's "Second Light" industries; be responsible for drafting and issuing to the collective enterprises of the entire system and to the enterprises directly subordinate to the office the annual major financial plan; draw up the ex-factory prices of products (from) "Second Light" (industry plants) under provincial control, and methods for controlling them.
6. Be responsible for deciding upon, organizing for and implementing economic aid to foreign countries given by provincial "Second Light" industries.
7. Be responsible for the "Second Light" industries' production accounting, labor and wages accounting; annual, quarterly and monthly reports and various accountings and reports on other targets.
8. Be responsible for the investigation and research work on policy type issues for the "Second Light" industries.
9. Be responsible for investigating and guiding the "Second Light" industries' work in labor insurance, labor protection, safety in production, and the adjustment of worker and staff wages.
10. Be responsible for drafting the annual and medium and long-term staff and worker education plans for the entire system and then organize its implementation; guide the office in managing the professional work of the various

schools; examine and approve the scale of construction for the professional equipping of the teaching plans for and the student recruitment plans for the various schools and the cadre training classes.

Textile Industries Office

Primary mission

Provide uniform guidance and appropriate management in the production structure of the entire province's textile industry; raise the level of management and technology in the textile industry; develop production; gradually fulfill the requirements of the people's lives, of industrial and agricultural production and expansion, and of exports; give play to the superiority of the textile industry and make profits for the state.

Areas of responsibility

1. Adhering consistently to the principles and policies of the central authorities and the directives of the provincial committee and the provincial government, accepting the professional and technical guidance of the Ministry of Textile Industries, promote the healthy development of the entire province's textile industries so as to satisfy the clothing needs of a people growing daily more prosperous and in order to provide more funds to the state.
2. In accordance with the requirements for strengthening and improving macroscopic control and achieving overall balances, research and set forth the economic and technical policies, rules and regulations for the entire province's textile industry.
3. Under the leadership and unified planning of the Ministry of Textile Industries and the provincial government, provide overall balance to, draw up and document the annual, quarterly and long term plans for production, capital construction, technical renovation, scientific research and education for the entire province's textile industries; issue command or guidance type targets for adjustments to the current year's plan; organize the examination of or propose suggestions for the examination of the capital construction design proposals of prefectural and urban textile industries; organize the examination of and report to higher levels regarding technology importation projects.
4. Draft and submit the various scheduled accounting reports for the textile industries; draw up comprehensive statistical materials on the provincial textile industry. Participate in, stipulate for use and utilize all types of economic regulatory measures; guide, oversee and inspect the implementation of the plans; guarantee the fulfillment of the medium- and long-term plans and the annual targets.
5. Provide production, technical and professional guidance for the entire province's textile industries; organize the exchange of experiences; launch competitive activities in advancement and creation of superior quality products. Provide overall coordination of scientific research projects.

and development of major products in all the trades and organize the absorption and adaptation of imported technologies.

6. Organize the development of new products, hold exhibitions and trade shows for the "five new textile products" within and outside the province, carry out market research, provide adequate informational feedback, increase the production of marketable needed products, enhance the competitiveness of products and their flexibility.

7. Gather information for, draw up, and submit to higher levels the textile system's plans for centrally distributed and ministry controlled materials and equipment, organize the placement of orders and the allocating. Draw up, review, examine and approve the provincial quality stipulations, technical standards, and product serialization plans for textile products, organize the adherence to national standards, carry out quality inspections, examine, approve and issue production permits.

8. In cooperation with the concerned departments carry out in common research and improvement of the supply of major textile raw materials and the planned purchase of textile products, the supply of the annual required amounts of cotton, hemp and silkworm cocoons, strengthen the cooperation and coordination with commercial enterprises, supply and marketing cooperatives and agricultural departments, work diligently in common to facilitate the textile industry's production, supply and marketing.

9. In cooperation with the concerned departments develop textile related education, make arrangements for and run competently the provincial textile schools, competently run the textile cadre training classes, organize and develop education for textile workers, competently run the staff colleges, TV universities, staff and worker technical middle schools, staff and worker schools and the various other modes of cultural and technical education.

10. In accordance with the arrangements made by the Textile Ministry and the Ministry of Foreign Economic Relations and Trade, competently handle the foreign and tasks undertaken by the provincial textile industries, coordinate with the foreign trade departments to organize and arrange the export of textile products and strive to export more and bring in more profits.

11. Be responsible for organizing and handling the professional activities carried out in the province by the Ministry of Textile Industries.

Commercial Office

Primary mission:

Under the guidance of the provincial government, in accordance with the principles and policies of the party and state regarding commercial work, with the planned economy as the principal and market regulation as the subsidiary principle, organize the flow of commodities, provide unified ordering of urban and rural markets,

oversee and guide commercial activities, effect the dominant role of state run commerce in the markets, and through sales and purchasing activities support and promote the development of industrial and agricultural production, and be of ever better service in fulfilling the needs of consumers.

Areas of responsibility:

1. Constantly adhering to the principles, policies, laws and regulations governing commercial work, and in light of actual conditions, set out the course of development for commerce and its strategic goals, put forward concrete proposals and see to their implementation.

2. In accordance with the national economic development plan, draw up the long term plans and annual plans for the entire province's state run commerce, coordinate overall balance in the markets, make overall arrangements for and adjustments to the operational proportions of the various types of commerce.

3. Constantly adhere to the purchase and sales policies regarding agricultural by-products and household necessities which fall under state run commercial sector management, exercise overall management of purchases, sales, allocations, shipment, processing, transfer to other localities, foreign export, and state reserves, see to the proper operation of the urban and rural markets.

4. Guide and manage the provincial level specialized corporations subordinate to the office and the directly subordinate enterprises, institutes and units, in cooperation with the local governments, lead the state run commerce and the appropriate collective commerce in each prefecture, city and county, guide and supervise the various types of commercial enterprises and businessmen, and launch professional activities.

5. Constantly adhering to commercial sector controlled commodities' price fixing principles and price adjustment policies, and in accordance with the stipulated limits of authority for controlling prices, draw up, adjust and control commodity purchases and sales to adjust the level of various prices, and also the price fixing principles and fee charging methods of the food service trades.

6. Be responsible for the systemic reforms in the entire province's state run commerce system, for commercial facilities, staff building, cadre education, workers' wages, science and technology research, food product hygiene, economic contracts, and the management, guidance and supervision of commercial industries.

7. Be responsible for overall management of commodity market surveys and research; enhance market forecasting and information work; at scheduled times issue market forecasts; facilitate the exchange of all types of market information, promote the development of industrial and agricultural production.

8. Keep fully informed on, appraise and decide the level of profits retained after taxes and their distribution for the entire province's commercial system; organize and guide

the commercial system's enterprises in strengthening economic accounting, enhance operational management, and increase economic efficiency.

9. Be responsible for managing capital construction in the enterprises, institutes and units subordinate to the office and the state funded projects, the drafting and approval of plans, the allocation of investment funds, as well as for the requisition and allocation of materials and engineering and technical guidance.

10. In cooperation with local party committees and governments, enhance the ideological and political work with the commercial work force; carry out "five traditional standards and four beautifications" activities, doing business with civility programs, worker competitions and appraisals of advanced units, improve service attitudes, raise the quality of service, enforce financial and economic discipline, strengthen inspections of discipline.

Grain, Oil and Food Products Bureau

Primary mission:

Be responsible for management of the entire province's purchases, sales, allocation, storage, and processing of grains and oil bearing crops and the production of food and oil products, the production of feeds, negotiated purchases, negotiated sales, and other such work, enliven the foodstuffs economic system, promote the development of industrial and agricultural production and of livestock production, serve the people in town and country.

Areas of responsibility:

1. Adhere consistently to the party's principles and policies regarding grains and oils, draw up plans for the contractual purchasing of grains and oils and concrete implementation measures, organize the purchase, collection and storage of grains and oils; investigate the implementation of policies and the completion of these missions in all localities.

2. Investigate and do research regarding grain and oil crop production in the rural villages, the arrangements made for distribution and rationing, be responsible and organize the arrangement of living conditions in disaster areas throughout the province, in localities suffering grain shortages, and in economic crop areas, and coordinate with the agricultural departments to competently accomplish seed allocation, make proposals regarding arrangements of rural life, competently accomplish the work related to the supplying of urban and township population grain and oil allotments and of military grain and oil supplies; competently carry out negotiated sales and purchases, accurately employ the regulatory role of negotiated price grains and oils in the marketplace.

3. Research, set out and implement policies on grain and oil prices and on incentive sales, control grain and oil purchase and sale prices, cooperate with the agricultural and forestry departments in facilitating oil product production and organize the exchange of experiences in oil and fats production and processing.

4. Draw up the grain and oil transport plan, provide and keep open transportation channels, insure safe transportation, guarantee the supplies of military supplies and civilian foods, research and draft regulations governing food and oil warehousing, carry out comprehensive "four no" food storage activities, conscientiously carry out grain and oil surveys, hygiene inspections, quality of stores, and food safety work, initiate research into food and oil storage and guarantee the safety of stored foods and oils.

5. Effectively control the purchase, allocation and management of grain and oil transport vehicles and boats and grain and oil packaging equipment.

6. Draw up the long term and annual plans for the grain and oils industry as well as major economic and technical targets, adhere to the principles of "exploiting the latent, renovating and remaking", effectively grasp the production and management of rice, flour, oil and edible oil (processing) equipment and, as well, organize and promote technical improvements and technical upgrading, the trial production of new products and the promotion and utilization of new technologies.

7. Draft plans for the circulation of grain and oil commodities, set out and control various standards on the purchase, sale, allocation and storage of grains and oils, effect overall balance in the entire province's grain and oil commodities, draw up the statistical systems for grain and oil commodity circulation, the grain and oil industries, for feeds and for transportation, compile statistical reports, put in order the various statistical materials, carry out statistical analyses, and provide the material on a timely basis to the concerned departments and leaders for their reference.

8. Read and edit the financial plan for the provincial foodstuff system and investigate its implementation, compile reports, do comprehensive analysis, and make available economic information, forecast the economic future, and do a good job of operational management and economic accounting.

9. Draft and submit for approval the medium and long term capital construction plans for the entire province's food and grain system and be responsible for examining the initial report, design, budget, investment, and final accounting for construction projects.

10. Draft and organize the implementation of the development plans for the feed industry within the food and grain system.

11. Research and propose the science and technology plan and the education plan for the entire province's food and grain system; organize information reports on grain and oil science and technology and academic exchanges, guide grain and oil research activities.

12. Retain a firm grasp on the entire province's grain and food system's build up of basic level organizations and the reformation of enterprises, summarize, exchange and propagandize the experiences of model units.

Township Enterprises Management Bureau

Primary mission:

Consistently adhering to the party's relevant principles and policies, carry on overall management, guidance, inspection and regulation of the entire province's township enterprises. Basing work on the reform of the township enterprise economic system, research and draft development plans for the township enterprises, strategic measures and plans for the exploitation of resources, technology and knowledge, improve plan guidance and trade coordination; guide the enterprises in enhancing operational management; oversee compliance with economic laws and regulations; promote technical advancement, technical improvements and the development of new products; promote the flow of materials and funds and the exchange of human talent and information; be of service in the development of the province's township enterprises and the prosperity of the rural village economy.

Areas of responsibility:

1. Consistently adhering to the principles and policies of the center, the State Council and the provincial committee and provincial government regarding developing township enterprises, as well as to economic laws and regulations, perform in-depth investigations and research, propose the guiding ideology for the development of township enterprises, and draft relevant supportive and regulatory policies and regulations which protect the legitimate rights and interests of the township enterprises in their various economic forms.
2. In accordance with the provincial plan for the development of the national economy and the conditions of township enterprises, research and draw up the long term program for the development of the entire province's township enterprises and plans for the exploitation of resources, technology and talent; guide economic associations introducing technology; organize the implementation of various strategic measures for development. Draft and organize the implementation of the annual plan; be responsible for the examination and approval of backbone enterprises.
3. In accordance with the principle of coordination of the command plan with market regulation, control effectively the division and delivery [qiekuai xiada] of materials under unified distribution and unified control; participate in the allocation and control of the various allocations, subsidies and loans used for the township enterprises.
4. Be responsible for the supervision and work associated with product quality standards, technical requirements, safety of production, and environmental protection in the township enterprises.
5. Harmonize the relations between concerned departments regarding plans, economics, science and technology, finances, materials, prices, banking, taxation, industrial and commercial management; keep open the channels of supply, production and marketing; guide the township enterprises in developing their business operations.

6. Guide and aid the township enterprises in improving their operational management, summarize and exchange experiences; collect and disseminate scientific, technological, product, and market information; carry out technical renovations, enhance enterprise quality, improve product quality; improve economic efficiency.

7. Organize the training of the cadre and teachers at all levels in the departments managing the township enterprises; promote the training of managerial, financial and technical personnel of the township enterprises.

8. Be responsible for professional guidance of the departments managing the prefectural, urban and county township enterprises. Guide the work of the provincial supply and marketing, information, training, and technical development enterprises, institutes and units.

Agriculture, Animal Husbandry and Fishery Industries Office

Primary mission:

Under the guidance of the provincial government, provide overall management of the work related to the entire province's agricultural industry, animal husbandry industry, aquatic products, agricultural machinery, and communal enterprises as well as the rural energy resources; arrange the annual and long term production plans for the various industries, provide the necessary pre-production, in production and post-production services, strengthen agricultural capital construction and the build up of agricultural product and commodity product bases, see that agricultural enterprises are well established and managed; promote technical training and the spread of technology; run the agricultural and agricultural machinery middle professional schools well; train professional talents; work diligently to create a new face for agriculture.

Areas of responsibility:

1. Consistently adhering to the entire series of principles, policies and various instructions of the center, the State Council, the provincial committee and the provincial people's government in regards to developing agriculture (including animal husbandry, the fishery industries, commune enterprises and rural energy resources, same below), provide overall management of the production of grain, oil, cotton, hemp, silk, tea, sugar, tobacco, fruits, medicinal and other such crops, in accordance with the development of the commodity economy and market demands, regulate the distribution of production and the planting structure; research and define the production policies and methods for increasing production; organize, oversee and inspect the implementation.
2. Do exhaustive investigations and research and come to understand rural economic policies and the situations pertaining in rural natural resources, the agricultural structure, the distribution of agricultural crops, and for agricultural capital construction.
3. In a timely manner have a full grasp of the situation in the progress of agricultural production, set forth the annual

production plans and the medium and long term development programs; competently handle the utilization and management of various agricultural materials, finances and expenditures.

4. On the basis of the regional structure of agriculture, and in keeping with the principles of suiting measures to local conditions, making the best use of favorable conditions and avoiding the effects of unfavorable ones and of "sparing no effort in promoting grain production and actively developing diversified undertakings," gradually adjust the distribution of agricultural crops and the agricultural structure.

5. Put emphasis on basic agricultural foundations such as excellent seed strains, mud fertilisers, plant protection (epidemic prevention), mechanization, and so forth; unceasingly improve the conditions of production.

6. Actively promote new agricultural technologies; put the technical contract responsibility system into effect in all areas; do a good job in propagandising technology and technical guidance; increase the level of scientific farming and economic efficiency.

7. Actively develop agricultural-industrial-commercial combined enterprises; put major emphasis on developing various specialised households, key (specialized jobs plus crop cultivation) households; support and guide "the two households" in developing production. Competently handle the construction of all types of agricultural, animal husbandry, and fishery commercial bases and construction projects employing foreign investment.

8. Competently manage agricultural enterprises, establish and make complete the responsibility systems in the various industries, improve economic management, make up deficits and increase surplus; improve economic efficiency, enabling the agricultural, animal husbandry, fishery and state run farms and stations to really and truly play a leading and model role in the modernization of agriculture and the development of production.

9. Provide competent pre-production, in-production and post-production service—from the setting of production plans to the provision of production materials to the merchandising and processing of subsidiary agricultural products.

10. Strengthen the ideological status, work ethic and organization of agricultural cadres, competently run the agricultural (tea) and agricultural mechanization middle specialized schools; train agricultural technicians; do a good job in cadre training; unceasingly raise the level of political theory, professional technical competence and economic management abilities; work to make the ranks of the cadres more revolutionary, younger, more intellectual and more specialized; act as the competent staff advisors of the provincial committee and the provincial people's government as regards the development of agricultural production.

Forestry Office

Primary mission:

Under the leadership of the provincial government, consistently adhering to the party's and the state's principles, policies and laws regarding forestry, mobilize and organize the people of the entire province in planting trees and creating forests, in afforestation of wastelands, in protecting and rationally utilizing forestry resources, provide professional guidance to the forestry work of the various localities and cities.

Areas of responsibility:

1. In accordance with the forestry principles, policies and laws of the party and the state, research and set forth concrete policies and measures, and after obtaining the approval of the provincial committee and the provincial government, organize, oversee and inspect their implementation.

2. Draw up forestry administrative laws and regulations, in cooperation with the concerned departments, strengthen the system of laws regarding forestry, oversee and investigate the implementation of forestry laws and administrative laws and regulations.

3. Draw up the entire province's medium and long term development programs and the annual plans for the forestry industry and organize their implementation; investigate, compile reports and oversee province-wide forestry statistics. Organize and submit for approval the feasibility studies, designs and work progress plans for major forestry capital construction projects; research and promote the reform of the forestry economic system.

4. Be responsible for guiding state run, cooperative and individual afforestation and tree farming work and the oversight of the supply of tree seeds and seedlings; carry out the relevant work of the provincial afforestation committee. Provide professional and technical support to the concerned departments and enterprises in developing fast growing and high yield trees. Cooperate with the concerned departments in overseeing forestry area water and land conservation work.

5. Investigate and manage the entire province's forest resources, organize, guide and lay out forestry districts, design plans for creating forests, and plans for forest management and development, oversee the consumption of forestry resources, monitor the environmental benefits of the forests.

6. Be responsible for forest area fire prevention, fire fighting, pest damage prevention and quarantine work.

7. Be responsible for managing nature preserves focusing on forests and wildlife; be responsible for the introduction and removal of wildlife and rare species and for bird banding work.

8. Be responsible for the entire province's lumber production, forest renewal and the as appropriate management of

the forest products industries, promote the comprehensive utilization of, the conservation of, and the substitution for forestry products.

9. Be responsible for the unified management of forestry area wood materials and their semi-finished products and primary subsidiary products, coordinate with the concerned departments in managing the wood materials markets. Oversee the issuance of permits for the allocation of wood and semi-finished products and their transport out of county and out of province.

10. Be responsible for the management of forest industry finances and special forestry industry funds, set out and competently manage the forestry finance committee's rules and regulations, in cooperation with the concerned departments oversee the prices of lumber, lumber products and lumbering machinery products.

11. In accordance with the limits of the rules for state run operations, be responsible for organizing and managing the production of specialized equipment for the forestry industry, the import of technology and the supply of materials and energy sources to the forestry system.

12. Organize forestry science research, the spread of technology and the exchange of science and technology. Set forth the technical standards for forestry products. Cooperate with the concerned departments in competently carrying out propaganda, publishing and exhibition work.

13. Research and develop forestry education, manage the forestry middle specialized school subordinate to the province, organize the training of forestry cadres and the education of the staff and workers.

Water Conservancy and Hydroelectric Office

Primary mission:

In accordance with the relevant principles and policies of the party and the state, under the guidance of the provincial government, bear responsibility for the production and construction work of the entire province in relation to water conservancy and hydroelectric power. Develop the water conservancy and hydroelectric professions.

Areas of responsibility:

1. Consistently adhere to and carry out the line, principles, and policies of the Chinese Communist Party Center, the State Council, the provincial committee and the provincial people's government regarding the construction and mission of water conservancy and hydroelectric power. Carry out investigations and research, summarize, disseminate and exchange experiences.

2. Comprehensively draft the long term programs and annual plans for water conservancy and hydroelectric capital construction, oversee as appropriate the entire province's water conservancy and hydroelectric plans, survey designs, capital construction and the management of water conservancy and hydroelectric materials, be responsible for handling all major technical matters concerned with the entire province's water conservancy,

hydrology, and hydroelectric power. Be responsible for management and allocated utilization of the water conservancy installations and facilities subordinate to the province, and provide guidance to the management work associated with the entire province's water conservancy installations.

3. Oversee basic water conservancy capital construction in mountains and hilly areas, small scale water conservancy works, water and soil maintenance work; maintain a good grasp on the conditions of the entire province's agricultural field water conservancy work and of small hydroelectric installations, summarize and exchange experiences, promote the development of agricultural field water conservancy work.

4. Be responsible for the construction and management associated with the entire province's small hydroelectric stations and local electrical networks, mechanical and electric irrigation and drainage installations, sprinkling irrigation and turbine pump installations.

5. Be responsible for the management of water conservancy installations already in existence, irrigation management, and for the comprehensive development and utilization of water conservancy installations.

6. Be responsible for professional management of the entire province's water conservancy science and technology, set forth the entire province's long-term programs and annual plans for water conservancy science and technology.

7. Organize and guide the entire province's flood prevention, anti-drought and agricultural field construction, research and propose the primary mission in water conservancy work and implementation measures at and for the appropriate times.

8. Undertake the work of relocating people for the construction of major and medium-sized water reservoirs and hydroelectric projects, set forth the comprehensive relocation plan and methodologies for the movement and settlement of the displaced people.

9. Organize and carry out the investigation, design, bidding, equipment, instrumentation and materials supply, engineering budgeting, the selection and furnishing of personnel for working abroad, and other such foreign relations activities associated with foreign aid water conservancy and hydroelectric projects.

10. As appropriate [guikou], manage the entire province's hydrology work.

11. Be responsible for the personnel, political, ideological, and financial work of the units subordinate to the office and for the entire province's various water conservancy and hydroelectric funds.

Animal Husbandry Office

Primary mission:

Following the relevant principles and policies of the party and state, organize and manage the building of animal husbandry production within the areas subordinate

to the office; research and promote the reform of the animal husbandry system within these areas; speed up the modernization of the husbandry industry, and provide abundant animal products to the people.

Areas of responsibility:

1. Consistently adhering to the principles and policies of the party and state, draw up the concrete policies and measures for the establishment and development of the animal husbandry industry within the subordinate areas; in keeping with the relevant state laws and regulations, draw up the local laws, regulations and implementation measures for the animal husbandry industry within the subordinate areas.
2. Set the regionalization plans for animal husbandry; draw up the long term program and annual plans for the animal husbandry industry within the regions, and organize their implementation.
3. Oversee the improvement of the grassland resources and the construction of grasslands within the subordinate regions; cooperate with the concerned departments in resolving disputes over the grasslands; organize the anti-disaster and herd protection work within the subordinate regions; coordinate with the environmental protection departments in protecting the ecology of the grasslands.
4. Oversee livestock and poultry breeding and strain improvement within the subordinate regions; coordinate with the standards departments in stipulating livestock and poultry types and standards for livestock and poultry products; promote the implementation of the livestock and poultry improvement plan.
5. Oversee veterinary prevention and treatment and veterinary health inspections within the subordinate regions; organize the implementation of locust control and pest eradication plans and livestock and poultry product standards; promote the implementation of the livestock and poultry improvement plans.
6. Oversee and inspect the production and supply of veterinary medicines and instruments; carry out veterinary medicine and livestock feed inspections.
7. Be responsible for overseeing the production and economic management of local state operated grazing lands; take charge of the work of the husbandry-industrial-commercial combined corporations within the subordinate regions.
8. Cooperate with the concerned departments in drawing up programs and measures for the mechanization of the animal husbandry and feed industries and in a coordinated way insure their implementation.
9. Organize scientific research in the subordinate regions on animal husbandry, veterinary medicine, the grasslands, and the husbandry economy; organize the attack on major technical problems; be responsible for the promotion of new technologies and the verification, evaluation, and submission to higher levels for approval of scientific and technical research results in the areas of animal husbandry, veterinary medicine and the grasslands.

10. Within the subordinate regions, manage middle technical level veterinary medicine education, the training of veterinary personnel and the editing and publication of scientific and technical veterinary materials.

11. In cooperation with the concerned departments, research prices, circulation and related matters concerning animal husbandry products.

12. Be responsible for managing matters within the subordinate areas concerned with foreign technology exchanges and economic and technical cooperation projects in the animal husbandry industry.

Agriculture Office

Primary mission:

In accordance with the relevant principles and policies of the party and state, oversee the intra-province agricultural production, agricultural machinery and township enterprises; promote the development of agricultural modernization; provide the people with abundant agricultural products and by-products.

Areas of responsibility:

1. Propagandizing and adhering to the agricultural principles, policies, and regulations of the party and state, draw up supplementary rules and regulations, put into effect detailed rules and localized regulations and then organize their implementation.
2. Draw up comprehensive programs and annual plans for the utilization of agricultural resources, the exploitation of agricultural technologies, agricultural production, township enterprises, the mechanization of agriculture and land utilization, and then organize their implementation.
3. Be responsible for the entire province's regional planting scheme, organize, guide and rationally adjust the rural productive structure and the distribution of crops, in cooperation with the concerned departments manage the construction of production bases for grain, cotton, oil bearing crops, sugar, melons, fruits, vegetables and other high quality products and for export commodities, basic land construction and the development of diversified production. Research and propose feasible measures and organize their implementation.
4. Oversee and utilize well the various types of special funds for agriculture, township enterprises, agricultural machinery, land and so forth, carry out oversight and inspections.
5. Set up a comprehensive agricultural information and technical guidance service system, promote the flow of rural commodities; coordinate with the concerned departments in adjusting the prices of agricultural products and materials used in agricultural production.
6. Guide the township enterprises in competently handling economic management and the infusion of new technologies, support and lead the rural people in starting enterprises; promote economic combines of various types.

7. Organize technical service to agriculture, bring in and disseminate advanced technologies in agriculture; guide the reform of the cropping systems, be responsible for surveying and reporting, prevention and treatment, and quarantine of crop diseases and pests, for the planting of grasses in agricultural areas, the utilization of fertilizers, soil improvement (gailang turang) and building up soil fertility (peifei dili), for the introduction, breeding, selection, inspection and popularization of excellent varieties of crops.

8. Guide the administration and management of the rural cooperative economy and the local and state run farming enterprises.

9. Execute management of the entire province's middle level technical educational work; organize and guide the training of the cadres and technical education of the peasants. Be responsible for certification work for the results of agricultural scientific research.

10. Guide the development of rural energy resources; in coordination with the concerned departments carry out rural village environmental protection work and the standardization of agriculture.

11. Execute management of the development and management of the mechanization of agriculture and animal husbandry across the entire province. Be responsible for supervision and control of the tractors dedicated to agricultural work.

12. Coordinate with the concerned departments in competently carrying out township planned construction.

13. Oversee the entire province's foreign affairs related work involved in exchanges of agricultural technology, quarantine of plants and animals, and agricultural economic cooperation.

Farm Management Bureau

Primary mission:

Under the leadership of the provincial government and the concerned departments, be responsible for managing the economic work of the entire province's farming enterprises, manage the administrative work associated with education, culture, health, physical education, the construction of small towns and villages, civil administration, minority matters, family planning, and so forth within the state farm districts.

Areas of responsibility:

1. Consistently adhering to the principles, policies, laws and instruction of the center, the State Council, the provincial committee and the provincial government, synthesize the actual conditions of the entire province's farming enterprises, set forth concrete measures, organize their implementation, and oversee and inspect their accomplishment.

2. Draw up the strategic development program for the province's farming enterprises and the long-term plans, set forth the medium term plans and the annual plans for the buildup of production.

3. In accordance with regulations and in coordination with the concerned departments, be responsible for examining and approving the enterprises long-term plans, plans for major technical renovations and plans for the import of technology.

4. In coordination with the finance departments, draw up methodologies for implementing the financial contracts for the province's farming enterprises and organize their implementation; be responsible for financial management within the system.

5. Be responsible for the entire province's farming enterprises' fixed capital investment management work; examine and approve the construction plans for small cities and towns within the state farm region.

6. Be responsible for the comprehensive statistical work of the province's farming enterprises, following regulations, provide the statistical information to the ministries of agriculture, animal husbandry and fisheries, the farming bureaus and the provincial statistical bureau.

7. Be responsible for the price management work of the province's farming enterprises, examine and verify and submit for approval fixed prices for farm products and the adjusted prices and noncommodity charge standards submitted by the enterprises.

8. Organize and guide the overall development of the agricultural, forestry, husbandry, fishery and by-products production of the province's farming enterprises and the overall management of agriculture industry and commerce; aid the enterprises in solving problems encountered in their day to day production, in marketing and purchasing, and in economic and technical exchanges with foreigners.

9. Be responsible for the land management work within the province's state farm districts.

10. In cooperation with the concerned departments, bear responsibility for the environmental protection work of the entire province's farming enterprises.

11. Be responsible for proposing and submitting (tishao), allocating and managing materials under state unified control.

12. In cooperation with the provincial grain bureau, bear responsibility for the grain and food management work associated with the entire province's state run farms.

13. Be responsible for the management and safety inspection and control of the agricultural machinery of the entire province's state run farms.

14. Be responsible for construction, maintenance and management of the water conservancy installations of the province's state run farms as well as for the management of beach reclamation and some sea walls.

15. Be responsible for management work associated with the province's state run farms' agricultural technical services, seeds, plant protection and plant inspection, afforestation, animal husbandry veterinary technology and fisheries administration (yuzheng).

16. Be responsible for assignment and dismissal, transfer, training, testing and certification, reward and punishment of the province's farming enterprise level cadre and for the transfers within the system of ordinary cadres.

17. Be responsible for labor management, wages and benefits work in the province's farming enterprises.

18. Be responsible for worker protection and safety in production within all the province's farming enterprises.

19. Be responsible for the management of the province's farming enterprises' science and technology projects and patents.

20. Be responsible for the management of ordinary education on the province's state run farms.

21. Be responsible for medical, health, and family planning work in all the province's farming enterprises.

22. In coordination with the public security bureau, guide the province's farming enterprises' security and protection work, fire protection work and management of the militia and people's armed police.

23. Be responsible for management of the entire province's farming enterprises' foreign affairs, utilization of foreign investments, and foreign economic projects and for foreign technological exchanges.

24. Be responsible for the province's farming enterprises' measurements, testing, and quality inspection work.

25. Be responsible for commercial services management work within the entire province's state run farm districts.

26. Be responsible for professional (hangye xing) management of the entire province's milk production.

27. Be responsible for the management of the entire province's farming enterprises' broadcast, cinema, and audio and visual work.

Aquatic Products Bureau

Primary mission:

In accordance with the relevant principles and policies of the party and the state, under the leadership of the provincial committee and provincial government, be responsible for managing the entire province's aquatic production work, develop the aquatic products business, and provide abundant aquatic products for the people.

Areas of responsibility:

1. Be responsible for drawing up policies regarding the aquatic products trades, do research and investigations, guide the trades in their business.

2. Be responsible for development, utilization and professional management of the entire province's lakes, small

reservoirs (tangyan), large reservoirs (shuiku), harbors and canals (gangqu), and other such national water resources.

3. Be responsible for scientific and technical research on aquatic production, for the dissemination of the results as well as for providing technical guidance.

4. Be responsible for drawing up the annual production and capital construction plans and the long term development programs for the aquatic trades.

5. Be responsible for guiding the flow of aquatic products, the planning for facilities, their construction and market supplies.

6. Be responsible for conscientiously implementing the "Law on the Fishery Industry," for the protection of bodies of water and living aquatic resources, maintaining the normal order of production in the fishing industries, effecting aquatic management through laws and using laws to foster the fishing industry.

7. Be responsible for guiding the economic management of the state-run and collective specialized fisheries.

8. Be responsible for bringing in and allocating various funds for the fishing industry and carrying out supervision and inspection thereof.

9. Be responsible for discipline inspection work in the office organs and in directly subordinate units, for ideological and political work, and for work with worker, youth, and women's mass organizations.

10. Be responsible for managing the recruitment of students, the education and assignment of students in the trade middle specialized schools and the technical schools, and organize the positional and professional training of manager cadres in the trades.

Finance and Trade Office

Primary mission:

Under the leadership of the provincial government, consistently adhering to the line, principles and policies of the party and the state regarding finance and trade, adjust and control the province's consumer markets, provide unified management of the province's commerce and industry, and oversee the day to day work of financial, monetary, collective enterprises (shiyue), and industrial-commercial administrative management.

Areas of responsibility:

1. Assist, oversee and inspect the various provincial commercial bureaus' consistent adherence to the state's principles, policies, laws and regulations regarding finance and trade.

2. Effect comprehensive coordination of policy measures in the entire province's consumer markets, in cooperation with the various commercial bureaus, research and draw up major economic goals and policies on sales and purchases.

3. Research and set development strategies and medium and long term programs for the province's commercial.

food and service industries; research and set the distribution of links for the province's commercial, food, and service networks; plan, approve and organize the renovation and construction of major circulation facilities.

4. Networking horizontally and vertically with the various provincial government committees and offices (ban), harmonize the major economic relationships between industry and commerce, agriculture and commerce and between the commercial trades and the finance, tax, and monetary departments; be responsible for the work of organizing coordination between the various finance and trade departments when working on major problems.

5. Plan the course of development for the province's commercially operated industries; guide rational disposition of the industrial structure and the product structure.

6. Organize and guide major matters involving commercial enterprises using foreign investments, importation of technology, developing joint ventures, cooperative projects, expanding the domestic and foreign circulation of commercial products, and so forth.

7. Investigate, research, set, and oversee the province's commercial management methods, regulations and laws.

8. Oversee the day to day work of the finance, tax, audit, cooperative affairs, industrial-commercial administration and related departments.

9. Organize the training of finance and trade personnel and technical specialists; promote major movements to upgrade the quality of service, to strengthen the establishment of a socialist spirit and culture in the province's commercial, food, service, and finance sectors.

Foreign Economic Relations and Trade Committee

Primary mission:

In accordance with the relevant party and state principles and policies, under the leadership of the provincial government, provide unified management of the entire province's foreign trade, utilization of foreign investment, importation of technology, economic, technical and labor cooperative efforts with foreign countries, contracted economic relations and foreign aid work; develop the province's foreign economic relations and trade sectors, be of service in the province's socialist modernization efforts.

Areas of responsibility:

1. Consistently adhering to the state's principles, policies, laws and regulations regarding foreign economic relations and trade, organize their implementation and inspect their results.

2. Organize, draft and submit the foreign economic relations and trade long-term programs and annual plans; be responsible for carrying out inspections, investigations and statistical reports on the implementation.

3. Effect unified management of imports and exports. Within the limits of authority of the Ministry of Foreign Economic Relations and Trade, and in keeping with the relevant laws and regulations, uniformly examine, approve

and issue import and export permits, focusing on examining and approving (shenqian) import and export commodity quotas and limits, effect professional management of the entire province's various units which engage in trade.

4. Be responsible for the foreign relations work involved in the use of foreign investments, the import of technology and the import or export of complete sets of equipment; organize price talks, negotiations, signing of agreements; inspect and approve the agreed upon contract and stipulations, with the concerned departments, examine and approve the project proposals and feasibility studies done on projects requiring the utilization of foreign investments, or the import of technology or equipment.

5. Oversee as appropriate cooperation in the field of labor service with foreign countries, contracted construction, the arrangement of the export of technology, investment in foreign countries, foreign aid, the acceptance of foreign aid and grants and so forth.

6. As appropriate, oversee, examine and approve the utilization of the retained portion of foreign exchange.

7. Organize and put into effect the economic measures stipulated by the state to support, promote and limit imported and exported commodities; develop export commodity production bases and specialized factories; oversee export goods and resources; examine and approve commodities outside the plan or unplanned commodities supplied to other provinces for foreign trade; oversee the foreign trade system's financial accounting work; in coordination with the concerned departments carry out the price setting, examination and approval and price adjustment work for exported commodities under provincial control.

8. Provide professional guidance to the inspection of imported and exported commodities.

9. Guide the work of the committee for the promotion of trade.

10. Manage export commodities' trademarks, be responsible for the foreign registration of exported commodities' trademarks. Provide unified management of and contract for foreign advertising and propaganda and for foreign advertising in this country.

11. As appropriate examine and approve or forward for approval the foreign travel or the travel to Hong Kong and Macao of economic and trade inspectors, promoters, exhibitors and other such organizations and for inviting foreign, Hong Kong and Macao guests to visit here.

12. Organize investigations, research, information gathering and exchanges on the world economy and international trade.

13. Manage the planning, allocation and import of packaging materials for use on exported commodities; promote research into packing and packaging science and technologies; prepare specific summations of the entire province's import and export transport plans, compile statistics, in accordance with the requirements of the circulation of

imported and exported commodities, organize rational transport and warehousing management.

14. Oversee the build-up of the structure of the foreign trade enterprises of the trade system, the personnel system, labor wages, manage the cadre of the enterprises as appropriate to their level. Be responsible for the education work in the trade system.

Materials Bureau

Primary mission:

Following the line, principles and policies of the party and the state, under the guidance of the state and provincial plan, be responsible for materials control, management, and services; organize the supply, dispatch, regulation, conservation and ordering of metal materials, machinery and electrical equipment, chemical products, construction materials, and fuels required for production; rationally organize the flow of materials; foster the coordinated development of production and construction; enhance economic efficiency.

Areas of responsibility:

1. Consistently adhering to the party center's, the State Council's, the provincial committee's and the provincial government's principles and policies regarding materials, effect the materials management structures, systems and methods stipulated by the provincial government and the state Ministry of Materials.

2. Under the guidance of the state and provincial plan, draw up the long term materials programs, the annual examination and approval, allocation and scheduled delivery (yuba) plans for state controlled materials and organize the ordering of materials; draw up the entire province's raw materials and fuels conservation plans; ensure the overall balance of major materials across society.

3. Be responsible for the ordering, allocation and transport, stockpiling and storage of materials; solve problems in the supply of materials needed for the province's production and construction.

4. Organize and expedite the inventory of warehouses and storage facilities across the province and the conservation and substitution, recovery and utilization of materials; provide overall planning for the construction of major circulation and storage facilities within the materials circulation network; push forward the rationalization of the circulation of materials.

5. Organize regional cooperation regarding materials and the work related to foreign exchange imported raw materials.

6. Inspect the implementation of the state allocation and transfer plans by the producing enterprises and the fulfillment of material supply contracts; oversee and guide the economic activities of the various materials [producing] enterprises; investigate and inspect the enterprises' compliance with discipline and laws; protect the interests of the users.

7. Coordinate with the concerned departments in the work of setting consumption quotas for raw materials, coordinate with the industrial and commercial management departments in controlling markets and prices for production materials.

8. Establish the systems, regulations and methods regarding materials management; guide the development of the materials work of the various departments in all localities.

9. Provide unified management of the financial work of the entire province's materials system.

10. Be responsible for fostering cadres for work in the materials system to the middle specialized school level; also be responsible for the scientific and technical work of the entire province's materials system and the training of cadres.

Construction Materials Bureau

Primary mission:

Under the leadership of the provincial government and the concerned higher level leading departments, under the guidance of the State Administration of Building Materials Industry, conscientiously and consistently adhering to the relevant principles and policies of the party and the state, actively exploit and utilize the entire province's natural resources; energetically develop the building materials industry, the construction machinery industry and the nonmetallic mining industry so as to be of service in speeding the development of the entire province's national economy and raising the level of the people's material and cultural life.

Areas of responsibility:

1. In accordance with the relevant principles, policies, laws and instructions of the party and the state, and in light of the actual conditions in the province, set the concrete course, policies, methods, and measures for the development of the entire province's construction materials industries, construction machinery industries and nonmetallic mining industries; after approval by the higher levels, organize their implementation.

2. In accordance with the arrangements of the state and people's government's plans, draw up the medium- and long-term development programs and the annual production, technical renovation, capital construction and other such plans for the entire province's construction materials, construction machinery and nonmetallic mining industries, and organize their implementation and carry out investigations and inspections.

3. Provide uniform management of the entire province's prospecting, exploitation and utilization of non-metallic ore resources, in accordance with the development plans and the status of the resources, research and determine the disposition of the entire province's construction materials, construction machinery and nonmetallic mining industries.

4. Draw up and carry out the quarterly production plans of the directly subordinate enterprises and the prefectural and city construction materials, construction machinery and nonmetallic mining industries, effect production control over key products.

5. Be responsible for collecting, ordering and distributing domestic and foreign scientific and technical materials on the construction materials industry, forecast the course of technological development for the trades, research and set technical and economic policies and technical standards for local construction materials enterprises, organize and develop scientific research and design, actively promote new equipment, new technologies, new trade crafts and new products.

6. In accordance with the technical standards for products set by the state, effect unified management of product quality in the entire province's construction materials, construction machinery and nonmetallic mining industries.

7. Enhance the development of talent and the fostering of human resources, actively create the conditions for the development of worker and staff education and technical training within the construction materials system, upgrade the quality of all types of personnel.

8. Provide unified management of product export, technology import, foreign aid and labor service cooperation for the entire province's construction materials, construction machinery and nonmetallic mining industries.

9. Be responsible for the supply and management of major specialized construction machinery and materials, be responsible for the sales and service work associated with some of the products of the construction materials industries and the nonmetallic mining industries.

10. Within the limits of authority for controlling prices, in coordination with the provincial price departments, control the prices of the products of the entire province's construction materials, construction machinery and nonmetallic mining industries.

11. In accordance with the needs of the entire province's construction materials, construction machinery and nonmetallic mining industries, organize and develop specialized cooperation and various types of horizontal economic associations.

12. Oversee the ideological and political work in the enterprises, institutes and units directly subordinate to the bureau and in the units subordinate to the State Administration for Building Materials Industry stationed in the province. In line with the principles of devolving authority and expanding the autonomy of enterprises, oversee the personnel, finances, materials, production, supply and marketing of directly subordinate enterprises, institutes and units, guide the prefectural and city departments in charge of the construction industries, as appropriate, in managing the local (above the county-run level) construction materials and construction machinery industries and nonmetallic mining enterprises (including nonsectoral construction materials enterprises above county level); in

the areas of planning, disposition, technical equipment and so forth, actively guide and support the development of township construction materials enterprises, perform service work well.

13. Accomplish such other tasks as assigned by the provincial committee, the provincial people's government, the relevant higher level leading departments and the State Administration for the Building Materials Industry.

Agricultural Machinery Management Bureau

Primary mission:

In accordance with the relevant principles and policies of the party and state, under the leadership of the provincial government, be responsible for managing the entire province's agricultural machinery work, expand agricultural mechanization, and be of service to agricultural production.

Areas of responsibility:

1. Adhering to the principles and policies regarding agricultural mechanization, set and carry out the development plans and regionalization plans for agricultural mechanization, investigate, research and summarize experiences in expanding agricultural mechanization, carry on the work of spreading the results of scientific research in agricultural mechanization.

2. Organize the prefectural (autonomous prefectural) and county departments at all levels which oversee or serve agricultural mechanization to set and implement management systems and methodologies for agricultural mechanization.

3. Be responsible for the adjusting of agricultural machinery maintenance enterprises, set agricultural machinery repair and utilization fee standards, organize and develop agricultural machinery maintenance services.

4. Be responsible for establishing the agricultural mechanization corps and for the training of agricultural machinery management cadres, provide guidance for the prefectural, city, autonomous prefectural, and county agricultural machinery schools and the cultural, technical, and professional training of the agricultural machinery personnel, develop training for the key households and the specialized households.

5. Be responsible for management of the agricultural machinery system's finances and service fees, effectively manage the allocation of agricultural machinery petroleum products.

6. Be responsible for agricultural machinery product inspection stations and agricultural machinery safety inspection work.

Pharmaceutical Management Bureau

Primary mission:

In accordance with the relevant principles and policies of the party and the state, under the leadership of the provincial government, be responsible for overseeing

the work related to the entire province's Western and Chinese pharmaceutical products, medical instruments, medical glass, sanitary products and other such pharmaceutical industries, commerce and enterprises, be of service to the health of the people.

Area of responsibility:

1. Consistently adhere to the state's principles and policies, laws and regulations regarding the pharmaceutical business, organize and set the entire province's economic and technical laws and regulations.
2. Draw up the trade's development program, medium- and long-term plans and the annual plans, organize, coordinate, and inspect the implementation thereof.
3. In keeping with the stipulations of the "Pharmaceuticals Control Law," examine and approve the establishment of the province's pharmaceutical, instruments and other such industries, commercial entities and enterprises and issue "certificates of acceptance."
4. Set the trade's scientific research programs and annual plans and oversee and prompt their implementation.
5. Be responsible for product quality control, put standardization into effect in the sector; be responsible for setting production sites and disposition, organize horizontal economic associations and cooperation towards specialization, effect management by objectives.
6. Regulate the flow of products within the sector; guarantee the supply of pharmaceuticals to markets and the emergency medical supplies for war preparations, epidemics, and disasters.
7. Be responsible for the sector's technological renovations and for the import of technology, promote the advancement of technology, organize the development of new products and new techniques, certify the results of research.
8. Be responsible for information exchanges within the sector.
9. Be responsible for the sector's foreign economic and technical exchange and cooperation work. Be responsible for the import mission for pharmaceutical projects and related foreign affairs activities.
10. Be responsible for staff and worker education within the sector and for the cultivation of specialized personnel.

Cultural Office

Primary mission:

Under the leadership of the provincial government, consistently adhering to the cultural and arts line, principles and policies of the party and the government, oversee and develop the cultural undertakings related to the masses' culture, arts, cinema, museums, libraries and so forth, so as to unceasingly fulfill the ever-increasing cultural life needs of the entire province's urban and rural masses, so as to be of service in the establishment of the socialist spiritual civilization.

Area of responsibility:

1. Oversee the cultural affairs of the masses of the entire province; plan and guide the establishment of urban and rural cultural centers and stations; draw up the work regulations and management methods for mass cultural work; oversee the cultural market and profession, the semi-professional theatre groups, popular artists, and so forth, coordinate with the concerned units to handle well children's cultural activities.
2. Take charge of the administrative management work related to the province's arts groups, in promoting the prosperity of the province's traditional opera, modern drama, music, dance, fine arts, folk arts, acrobatics, puppeteering, and shadow play arts and creations, and to the management of the troupes, promote the development of research in the arts throughout the province; organize the performances of all the province's professional performing arts troupes and the work of establishing troupes, be responsible for overseeing the construction of all the province's theatres, cinemas and their development plans, be responsible for organizing and carrying out the entire province's arts education and the training of artistic talents.
3. Take charge of the entire province's movie industry, have a firm grasp on the principles and policies governing the development, adjustment and running of the urban and rural movie release, distribution and showing network; effect overall balance in the development plan for the film projection units and organize its implementation, issue or examine and approve instructions for the entire province's annual movie distribution and showing plan, be responsible for controlling the programs of the movies shown in the entire province; be responsible for examining and approving plans for the supplies of movie equipment and materials, for movie film, for slide projection film and for the production of cinema equipment, draw up or examine and approve the control regulations for the entire province's movie distribution, propaganda and showing and for the various technical regulations, technical standards, and so forth; oversee the training of the entire province's projection technicians and the certification of their technical qualifications, oversee the technical renovations and scientific research work in the entire province's cinema system.
4. Take charge of the entire province's work related to the protection of cultural relics, the repair and maintenance of cultural relics, archaeology, excavation research, control of the cultural artifacts market, and the science and technology of protecting cultural relics, oversee the entire province's museum business and art merchandising concerns, carry on the professional training of cultural and museum cadres.
5. Take charge of the entire province's library work, enhance leadership of the library profession, promote the development of the entire province's library profession, set forth a program, and in a planned manner establish public

libraries at all levels across the province; promote professional training, enhance the level of the scientific management of libraries and the quality of their service.

6. Take charge of work related to the planning, finances and capital construction in the cultural professions, be responsible for compiling, reporting for approval, adjusting and issuing the entire province's cultural affairs plans, capital construction plans and operational budgets, and for compiling the various statistical reports on the entire province's cultural affairs, draw up and revise the system of financial rules and regulations and their investigation and inspection work for the entire province's cultural institutes, enterprises and units; be responsible for financial management work of the directly subordinate institutes, enterprises and units.

Education Committee

Primary mission:

Under the leadership of the provincial government, be responsible for conscientiously carrying out the principles and policies of the party and the state, comprehensively implement the party's educational program. In light of the actual conditions of the province, draw up the province's development program and concrete implementation measures for educational affairs; guide, oversee and inspect the educational work of the various schools at all levels, strengthen investigation and research, organize the exchange of experience, promote the unceasing development of education and cultivate various levels of talent for the four modernizations.

Areas of responsibility:

1. Conscientiously adhering to the principles and policies of the center, the provincial committee and the provincial government as regards education work, carry out investigations and research, summarize, disseminate and exchange experiences.

2. Be responsible for drawing up the work programs for higher education, general education (including middle and primary schools, nationality education, specialized education, preschool education), teacher education, professional technical education, and adult education and organize their implementation, guide the prefectural, city and county education administration departments in managing well their general education (including teacher education, nationality education, special education and preschool education tasks) and professional education, in coordination with the concerned departments retain a firm grasp on secondary specialized technical education and adult education, have a good grasp on higher education.

3. Be responsible for planning and managing the establishment of a corps of qualified teachers, the provision of teaching materials, instruments and equipment and the construction of school buildings for all levels and all types of schools.

4. Be responsible for managing the teaching staffs of universities, secondary and primary schools and kindergartens, to include the definition of professional titles for

teachers in all levels and types of schools, revisions of wages, on-the-job training of teachers, the assignment and transfer of graduates from teachers (normal) schools, handle well work related to the certification and deployment of the teacher corps, the selection of teachers (for schools) run by the local people, and the evaluation and rewarding of educational workers.

5. Be responsible for the work related to educational planning, statistics, educational expense budgeting and accounting, capital construction investment, design examination and approval, the allocation and distribution of material goods, support for higher education and so forth.

6. Be responsible for investigating, overseeing and promoting the education plans, education networks, the creation of teaching materials and their utilization, reform teaching practices and methods, raise the quality of education and the level of learning, be responsible for scientific research work in schools of higher education, launch academic activities, promote inter-school exchanges and science and technology familiarization activities among the youth.

7. Be responsible for overseeing, inspecting and promoting military training, physical education and hygiene; organize physical education courses, launch physical education activities, prevent diseases, protect the physical and mental well-being of the children.

8. Be responsible for drawing up the student enrollment plans for schools of higher education, middle specialized schools and degree students and for work related to the assignment of topics, thesis evaluations, oral exams, physical exams, enrollment and so forth.

9. Be responsible for organizing plans for the enrollment and testing of higher and secondary self-education students, for assignment of topics, thesis evaluations, recognition of courses and levels.

10. Be responsible for adult higher and secondary professional and cultural education and peasant spare-time cultural and technical education and organize the work related to recruitment, assignment of topics, thesis evaluation, admissions, recognition of attainments, examination and issuance of certificates, and so forth.

11. Be responsible for work related to recruitment, assignment of topics, thesis evaluation, curriculum evaluation and acceptance and so forth for teachers' higher education correspondence schools, refresher/advanced studies, secondary level correspondence schools and so forth.

12. Be responsible for foreign and domestic educational exchanges, foreign affairs related reception work as well as correspondence from and visits by the masses.

13. Be responsible for work related to the committee's and the committee's subordinate units' discipline inspection, organization, propaganda, united front work, Overseas Chinese work, labor unions, CYL, women, health protection, retired cadres, cadres, personnel, finances, wages, personnel files, (re)allocation, the implementation of policies, and so forth.

Higher Education Bureau

Primary mission:

Under the guidance of the provincial government, consistently adhering to the center's educational principles, policies and relevant regulations, actively promote the reform and establishment of higher education, strengthen the province's planned management of higher education, control of teacher qualifications, management of teaching and research, and the management of support thereto, actively promote the development of the province's higher education profession, diligently work to raise the quality of education, the level of scientific research and social benefits.

Areas of responsibility:

1. Oversee and promote and inspect to see that institutes of higher education carry out the center's educational principles, policies and relevant regulations; in light of the province's actual conditions, draw up concrete implementation methods.
2. Draw up the development programs and annual plans for the development of ordinary higher education, graduate education and adult education, research the distribution, structure and scale of development of schools of higher education and specialized installations, examine and approve the establishment, disestablishment and adjustment of schools of higher education and specialized school.
3. Oversee the various types of schools of higher education in recruiting and assigning professional and graduate students and the work related to student status, records of schooling, and the conferment of degrees.
4. Investigate the status of the teaching, research, physical hygiene and construction of laboratories in schools of higher education, summarize and exchange experiences, enhance the quality of education, and within the limits of the mission, develop and strengthen ideological and political work.
5. Organize, set and inspect scientific research programs and plans in schools of higher education as well as their implementation, in coordination with the concerned departments, control research funds, manage the registration, certification, popularization, rewarding and patenting of the results of research, organize and promote science and technology cooperation and service work.
6. Research and draw up programs for the training of higher education qualified teachers, handle the examination and approval of professional titles for all types of professionals promoted beyond the level of associate teacher, organize and promote the training, certification and reward and punishment of educational staff and workers, control wages for workers in schools of higher education and the utilization of those going abroad for advanced studies and teachers returning home.
7. Assist schools of higher education in promoting international and domestic academic exchanges, examine and approve the plans of provincially subordinate schools of

higher education for inviting foreign experts, oversee and organize the reception and handling of visiting foreign education delegations and experts and scholars, oversee all types of foreign exchange students and graduate students in schools of higher education, be responsible for the residual affairs involved after qualified teachers are sent abroad from schools of higher education directly subordinate to the province.

8. Draw up long term programs and annual budgets for educational expenses of the schools of higher education directly subordinate to the province; inspect, approve and give the final accounting on implementation; investigate, inspect and prompt the schools to implement a financial system and observe financial discipline; oversee the capital construction and supply of equipment in schools of higher education directly subordinate to the province; assist the schools to set up practice production, military training and other such activities, assist in solving problems involving the supply of materials effecting daily life and other areas of work where the locality has responsibility.

9. Organize and promote research into the theory of higher education and policy research, investigate and summarize experiences, actively investigate methods of reforming the higher education management system, the structure and layers, the establishment of curricula, the content of teaching, teaching methods, and so forth, propose investigative reports and suggestions for reforms.

10. Be responsible for the administrative management of education in the schools of higher education directly subordinate to the province and such tasks as entrusted or assigned by the provincial committee and the provincial people's government.

Health Office

Primary mission:

In accordance with the line, principles and policies of the party and the state, and following the instructions, regulations and disposition of the provincial committee, the provincial government and the Ministry of Public Health, oversee the health work of the entire province, promote disease prevention and sickness treatment work, raise the level of health of the people, build the socialist spiritual civilization.

Areas of responsibility:

1. Conscientiously implement the party's and the government's principles, policies, regulations and technical standards for medical and health work. Based on the actual conditions of the province, propose development programs and work plans for the entire province's health work, investigate their implementation, summarize and exchange experiences.
2. Consistently adhering to the principle of prevention as the main thrust, carry out health propaganda and education, in coordination with the concerned departments launch patriotic health activities, draw up disease prevention and treatment programs, propose prevention and treatment plans, organize and carry out health quarantines

at ports and harbors and communication avenues and prevent the entrance or exit of diseases.

3. Be responsible for health control involving the environment, work, drinking water, foodstuffs, schools, preventative and protective vaccinations, and so forth, set health standards, organize health investigations, carry out health inspections.

4. In accordance with the relevant state regulations, draw up necessary detailed implementation plans for and oversee urban and rural medical and health structures; in concert with the concerned departments, organize the evaluation and approval of health technicians and their technical duties, correctly implement the wage standards for health technicians, develop the health corps in a planned manner, raise their professional levels.

5. Consistently adhering to the party's policy on Chinese medicine, actively promote the Chinese pharmaceutical sector; promote the amalgamation of Chinese and Western medicine, promote the equal and simultaneous development of the three forces of Chinese medicine, Western medicine and Chinese-Western medicine.

6. Promote health maintenance work with women and children, prevent and treat diseases which seriously harm the health of women and children, be responsible for guiding family planning work.

7. Develop medical education, train medical and pharmaceutical health workers. Propose ideas in regards to education in higher education medical schools, oversee secondary medical school education and county secondary health professional and technical education, oversee worker and staff education.

8. Draw up the entire province's medical science research program, organize and develop medical, pharmaceutical and health research work, organize the certification of the results of research, promote academic exchanges.

9. Maintain a firm grasp on standards for medicines and biological products, examine and approve new products, effect quality inspection and control over the production, supply and usage of pharmaceutical products, control narcotics, poisons and stimulants (jingshen yaopin).

10. Carry on foreign affairs related health work. Establish friendship hospitals; competently carry on academic exchanges, undertake friendship activities such as foreign aid medical team work, and so forth.

Press and Publications Bureau

Primary mission:

Consistently adhering to the principles and policies of the party and the state regarding the press and publications, under the guidance of the provincial government, perform the function of controlling the press and publications, execute the statutes, decrees, and regulations regarding the press and publications, develop the province's press and publications business.

Areas of responsibility:

1. Consistently adhere to the party's press and publications principles and policies.

2. Draft local statutes, decrees and regulatory systems regarding the press and publications, and after examination, approval and issuance, organize their implementation.

3. Draw up and organize the implementation of development programs for the press and publication business, carry out examination and approval of submitted requests to newly establish publishing companies and to begin publication of newspapers and periodicals.

4. In coordination with the concerned departments control the book, newspaper and periodical markets, suppress illegal publishing activities.

5. Control the supply of printing materials for books, newspapers and periodicals, control the distribution of books.

6. As appropriate control foreign exchanges and trade cooperation as related to the press and publishing.

Sports and Athletics Committee

Primary mission:

Under the leadership of the provincial government, be responsible for leading and supervising the entire province's sports activities, develop sports activities and promote the establishment of the socialist material and spiritual civilizations.

Areas of responsibility:

1. Consistently adhering to the party's and the government's various principles and policies regarding athletic work, manage all of the units subordinate to this committee and lead the work of local sports and athletic committees at all levels.

2. Guide and coordinate the athletic work of all concerned departments. Be responsible for inspecting the implementation status of all resolutions issued by or approved for issue by the State Council and the provincial people's government regarding athletic activities, enforce state athletic training standards, carry out mass athletic activities, organize work to raise the technical level of athletes, provide the nation with outstanding athletes.

3. Draw up the province's athletic development program, draw up provincial athletic contest plans, hold provincial province-wide athletic meets, hold athletic meets entrusted by the state and agreed upon provincial level meets, approve the designation of national level athletes, trainers and judges for all sports.

4. Be responsible for foreign affairs work associated with the province's athletic activities.

5. Organize the province's athletic research work and sports propaganda.

6. Cooperate with the concerned departments in training athletic instructors and experts.

7. In cooperation with the health departments organize the medical supervision of athletic events.

8. Plan the construction of all the province's athletic fields and stadia.

Family Planning Committee

Primary mission:

In accordance with the line, principles, policies and laws of the party and the state and the requirements of the provincial committee and the provincial government, oversee the entire province's family planning work; effect the population growth (fazhan) program of the province for each period of time; see that it corresponds with economic and social development (fazhan).

Areas of responsibility:

1. Propagandize adherence to the party's and the state's family planning principles and policies; consistently adhere to the instructions of the provincial committee and the provincial government regarding family planning work.
2. Draw up local family planning laws, regulations, policies and measures which coincide with the province's actual conditions, having obtained the approval of the provincial people's government and the provincial people's congress, organize their implementation.
3. Draw up the entire province's population growth (fazhan) program, draw up and investigate the implementation of the annual population plan; making allowances for each region's individual political, economic, cultural and social development conditions, give differential (fenlei) guidance.
4. Do investigation and research on the entire province's family planning work conditions, experiences and problems and in a timely manner report them, proposing suggestions and opinions, to the provincial committee and the provincial government.
5. Organize scientific research into family planning; propagandize scientific information regarding contraception and birth control; promote technical family planning guidance; manage the planned supply of contraceptive pharmaceuticals and instruments and birth control devices.
6. Organize and establish a professional family planning structure; train a professional corps of family planning workers.
7. Manage family planning expenses; inspect and oversee family planning finances at all levels; inspect and oversee the management and utilization of family planning fines.
8. Research the laws and regulations of family planning; assist the family planning departments at all levels to unceasingly improve working methods and to raise the level of work.

Broadcasting and Television Office

Primary mission:

Under the leadership of the provincial government, propagandize the party's line, principles and policies; educate and urge the people of the entire province to build a socialist material and spiritual civilization. Oversee the entire province's broadcasting and television sector; actively improve transmission methodologies; diligently work to modernize technical equipment.

Areas of responsibility:

1. Research and deploy the province's radio broadcast stations and television (TV) stations and the propaganda and reporting work of the entire province's broadcast and television departments; organize reports on major events and major exemplars; guide and competently run informational, educational, artistic and service type radio and TV programs. Carry out propaganda activities related to radio and TV; cause these to become the mouthpieces of the party and the people.
2. Examine and approve and submit to higher levels for approval the new construction of, amalgamation of or disestablishment of radio and TV stations and their frequencies and power. Effectively run radio and TV educational stations; in coordination with the provincial educational committee and the provincial TV university, develop the entire province's educational radio and TV sector; establish an educational TV network; enlarge the educational aspect of TV; enhance the quality of TV education.
3. Draw up and implement the principles and technical policies for the development of the entire province's radio and TV sector; draft a unified program for, design and establish the provincial radio and TV sector; unify the technical renovation of the radio and TV microwave stations (substations), and research work as well as the popularization and utilization of new technologies; expand radio and TV coverage; unceasingly enhance the effectiveness of watching and listening.
4. Strengthen the guidance and control over the various prefectural and city radio and TV bureaus regarding radio and TV propaganda, work, technology and so forth; diligently improve service methods; enhance broadcast quality; develop the rural wired broadcast system.
5. Organize and promote radio and TV theoretical research work, including study of news, broadcasting, television, transmission and management; organize the entire province's broadcast system's technical strength and in keeping with the needs of sectoral development launch research work; organize, examine and approve major inventions and creations related to radio and TV.
6. Effect unified control of the entire province's production, reproduction, distribution and exhibition of audio and visual products (video tapes, audio tapes, records); guide the management, supply and servicing of radio and TV equipment.

7. Speedily establish a corps of radio and TV workers having both ability and political integrity, guide and effectively run radio and TV vocational schools; in a planned manner train editors, reporters, announcers and technicians for the entire province's radio and TV network as well as administrative management cadres; enhance the quality of the personnel.

8. Draw up and implement the entire province's long-term program and medium-term program for the construction and development of the radio and TV sector as well as the annual capital construction plans; be responsible for managing the entire province's radio and TV capital construction projects; provide unified management of the budgeting, accounting and financial management of the entire office's operational expenses as well as for the entire office's enterprise financial management; provide overall management of the operating expense budgets of the entire province's radio and TV backbone broadcasting stations; collect data and provide specialized management of the distribution, ordering and material control work related to the entire province's materials and equipment falling under state unified control; in addition, as appropriate, collect data on and handle the formalities for the examination and approval and forwarding to higher levels for approval, tax exemptions and so forth on imported equipment for the entire province; provide unified management of the statistical work for the entire province's radio and TV sector.

9. Provide overall management of the entire office's personnel appointments, wages, ideological and political education of staff and workers, and the organs' discipline inspection and party-masses work.

10. Provide overall management of the entire office's administrative, support, capital construction, life benefits, and other such work.

Foreign Affairs Office

Primary mission:

Under the leadership of the provincial government, consistently adhering to the center's principles and policies regarding foreign affairs, Overseas Chinese and tourism, provide unified management of the province's foreign affairs, Overseas Chinese and tourism work.

Areas of responsibility:

1. In cooperation with the concerned departments research and put forward concrete measures and methods regarding foreign affairs policies; oversee and inspect the status of the concerned departments and units in carrying out foreign affairs principles, policies and relevant regulations; be responsible for handling the province's affairs which have foreign affairs implications.

2. Organize and carry out the plans of the province's various departments for activities which have foreign affairs implications; research and sign in consultation with the various departments their requests for instructions regarding work involving foreign affairs; in cooperation with the departments, handle major projects involving

foreign affairs; assist the concerned central departments in carrying out foreign affairs matter which require the province's cooperation.

3. Keep informed about and have a grasp on the status and problems of the province's work involving foreign affairs and, as well, propose corresponding suggestions and measures.

4. Be responsible for the organizing and handling of state guests, party guests and important foreign guests visiting the province as well as the foreign affairs personnel of all countries who come to the province on official business and foreign reporters who come to engage in interview and visit activities; provide comprehensive handling of matters related to foreign contacts for the provincial committee, the Standing Committee of the Provincial People's Congress and the provincial government leadership; guide provincial departments and units in their handling of foreign visitors.

5. In accordance with the relevant regulations, sign jointly with the provincial departments their requests for sending delegations, groups or individuals abroad or for allowing foreign guests to visit the province; handle the passports of provincial personnel going abroad on official business and the visa correspondence and other consular affairs for foreign personnel coming to visit the province; assist and oversee the concerned departments in their giving policy and discipline education to the delegations, groups and individuals going overseas; be informed about the activities of and the results of the visits of the delegations, groups and individuals who go abroad.

6. Manage the establishment of friendship cities (provinces, prefectures, counties) as well as friendship basic level units in this province with other countries.

7. Cooperate with the concerned departments in opening up, getting in order and setting up foreign affairs work in units to be visited by foreign guests.

8. Be responsible for overseeing or assisting the concerned departments of the provinces in handling the foreign affairs matters related to foreign experts, foreign students, foreign students doing field work, Overseas Chinese, and the foreign personnel of foreign invested enterprises and units, and Sino-foreign joint venture units.

9. Coordinate with and assist the provincial committee's propaganda department in competently carrying on foreign propaganda and mass-type foreign affairs education work; in accordance with the center's and the concerned central departments' documents and materials, provide propaganda materials on the international situation, our foreign policies and major international questions; effect joint checks on the province's major reportage and writings which involve foreign affairs.

10. Be responsible for the education of the province's foreign affairs cadres on the international situation, our foreign policies, foreign affairs discipline and the protection of secrets and so forth; organize the short term training of foreign affairs cadres; prompt the concerned

departments and units to strengthen policy and discipline education of personnel involved in foreign affairs.

11. Be responsible for guiding the professional work of the foreign affairs elements of the all province's prefectures, cities, departments and units. Summarize and exchange the foreign affairs work experiences of the province and unceasingly raise the level of policies and the profession.

12. Coordinate with and assist the provincial discipline committee, the provincial security committee and the concerned departments in overseeing and inspecting the status of foreign affairs discipline and security; handle major cases of violation of foreign affairs discipline and security regulations.

Overseas Chinese Affairs Office

Primary mission:

Consistently adhering to the party's principles and policies regarding Overseas Chinese affairs work, research and draw up the province's Overseas Chinese affairs policies; protect and develop Overseas Chinese compatriots' zealous patriotism and love of the homeland; protect the lawful rights and interests of returning Overseas Chinese and relatives of Chinese; promote the activism of Chinese overseas and overseas compatriots and of the returned Chinese and Chinese relations; make contributions to the three main political missions [san da zhengwu] of the new era.

Areas of responsibility:

1. Consistently adhering to the party's and the government's policies and regulations relating to Overseas Chinese affairs, protect the legal rights and interests of returning Chinese and Chinese relatives. In a timely manner have a grasp of the status of the implementation of the party's and government's principles and policies regarding Overseas Chinese affairs throughout the province in all localities and report on these in a timely fashion to the provincial committee, the provincial government and the concerned leaders.

2. Research and draw up the province's concrete policies regarding Overseas Chinese work and be responsible for having a firm grasp on the implementation of the policies relevant to the subject Overseas Chinese affairs work.

3. Competently carry out the work related to the settlement of Overseas Chinese, Hong Kong and Macao compatriots returning to the country and to the province to settle. Coordinate with the concerned departments in researching and handling problems associated with returned Overseas Chinese and Chinese relatives in going abroad, wages and benefits and notarizing and authentication.

4. Examine, investigate and handle the various procedures involving donations by the Overseas Chinese [huaqiao], Chinese people [huaren] and Hong Kong and Macao compatriots, and investigate and prompt the concerned departments to conscientiously implement the policies regarding donations.

5. Act as go between and build bridges to assist Overseas Chinese, Chinese people, and Hong Kong and Macao compatriots to return to China to invest, to lecture, and to introduce advanced technology and equipment and talents.

6. Protect and solicit remittances from Overseas Chinese; with the concerned departments research and resolve problems concerned with remittances from Overseas Chinese; investigate and supervise the concerned departments in consistently adhering to the policies regarding protecting the remittances of Overseas Chinese in support of the four modernizations.

7. Guide and support the enterprises subordinate to Overseas Chinese in the province.

8. Guide the provincial branch of the China Travel Service in treating well the Overseas Chinese, Hong Kong and Macao compatriots and Taiwanese compatriots and also in doing the political reception work with Chinese coming to the province to visit or visit relatives.

9. Handle the correspondence and visits involving domestic and foreign Overseas Chinese affairs.

10. Guide the work of the provincial Overseas Chinese Association [qiaolian].

Tourism Bureau

Primary mission:

Consistently adhering to the party center's, the State Council's and the provincial committee's and provincial government's principles, policies and regulations regarding tourism work, provide unified management of the entire province's tourism work, unceasingly raise the quality of service and economic efficiency, guarantee and promote the steady, healthy development of the province's tourism profession.

Areas of responsibility:

1. Be responsible for drawing up the province's medium and long term overall programs and annual plans for the development of the tourism industry, strengthen macroscopic guidance and control of the entire province's tourism industry.

2. In accordance with the relevant state principles and policies and tourism laws, as representative of the provincial government, draw up local tourism work rules and regulations and methods and be responsible for consistent adherence to, inspection, and promotion of them.

3. Be responsible for drawing up and organizing the implementation of the education and training plans for the entire province's tourism personnel, in cooperation with the provincial and city educational departments, manage well the tourism and tourism professional middle schools of the provincial tourism schools and vocational colleges to effect the swift production of large numbers of personnel. At the same time, prompt the tourism departments

at all levels to strengthen ideological education and professional training of the staff and workers so as to unceasingly enhance the political and professional quality of the tourism professional ranks.

4. Provide unified programs for, organize and oversee the province's foreign-directed tourism propaganda and foreign-directed solicitation of tourists; provide unified handling of certification procedures for all foreign association guests of tourism agencies and foreign investment hotels.

5. In coordination with the concerned departments, individually draw up service work standards and regulations for tourism agencies, tourist hotels, restaurants, vehicle suppliers, shops and tourist sites; launch unified trade exceptional service competitions; carry out scheduled and unscheduled inspections and critiques; work towards the standardization, regularization and orderliness of tourist service.

6. Carry out investigations and research, and in a timely manner disseminate tourism information, summarize and exchange advanced experiences.

7. In cooperation with the concerned provincial level departments, oversee the construction of the entire province's tourist hotels and other tourist facilities; manage the examination and approval of the establishment of tourist hotels, tour agencies, tourist transport units; inspect the consistent adherence to tourist prices. In cooperation with the concerned prefectures, cities and counties, undertake investigations and evaluations of tourist resources so as to effect protection, development and exploitation, and do a good job in common of overseeing domestic tourism.

Records Bureau

Primary mission:

In accordance with the principles of the party and state regarding unified management of records, handle and manage the entire province's records work tasks and carry out guidance, supervision and inspection of all the province's record work; ensure the safety and completeness of records; make comprehensive use of the records; be of service to the building of the "two civilizations."

Areas of responsibility:

1. Organize and competently carry out the party center's, the State Council's, the provincial committee's and the provincial government's principles, policies, laws and regulations regarding records work; research and draw up the implementation methods and the regulatory system for management of the entire province's documentary records, science and technology records, and various specialized [zhuanye] and special category [zhuanmen] records.

2. Competently grasp the entire province's record work mission; draw up the development program for the province's record service; balance the relationships with all concerned and organize implementation.

3. In union with the province's prefectural, urban and country record departments, and in coordination with the

various organs specifically in charge, provide guidance, oversight and inspection of all types of record work done by the organs, mass organizations, schools, enterprises, institutes and units at all levels.

4. Investigate and research, summarize and exchange and propagandize experiences. Research and put forward the principles of appraisal and standards for destruction of the entire province's records and documents.

5. Organize the professional establishment of the entire province's various types of archives (record offices) at all levels, and provide technical guidance for the design and construction of archive facilities.

6. Organize the establishment of professional record keeping education for the entire province; enhance the quality and level of archive services; organize and guide professional and positional work of cadres in charge of archival services.

7. Organize research into archival theory and technology and research into the protection and maintenance of archives; organize the implementation of the standardization of the scope of record keeping, of scientific and modern management techniques; utilize modern science and technology to solve problems in the production, storage, reproduction and inspection of records and documents.

8. Broadly develop resources of archival information; provide archival materials in order to serve the establishment of the two socialist civilizations.

Correspondence and Visitors Office

Primary mission:

Under the leadership of the provincial committee and the provincial government, consistently adhering to the line, principles and policies of the party and the state, investigate and manage correspondence and visitor affairs; in a timely manner report to higher levels and be responsible for oversight and investigations; assist the party and governmental leaders in doing well the work of supervising the masses.

Areas of responsibility:

1. Undertake the correspondence and visitor tasks assigned by the leadership organs of the province and upper levels; be responsible for the day to day correspondence and visitor work of the provincial committee and the provincial government.

2. In accordance with the principle of there being different levels of responsibility and an appropriate disposition of cases, assign correspondence and visitor tasks to the concerned prefecture, department, or unit, and then bear responsibility for overseeing, investigating, and checking the final report on the resolution of the correspondence or visitor problem forwarded by the lower levels.

3. At scheduled intervals provide analytical summaries of major situations and trend-type problems revealed in the masses' correspondence and visits, in a timely manner

report these to the concerned leadership departments and responsible personnel, providing data for decisionmaking and guidance work.

4. Investigate, research, and propose concrete measures for implementing the principles and policies regarding correspondence and visits and the handling of related problems.

5. Directly investigate and handle some problems surfaced in correspondence and visits, coordinate relationships between concerned departments, handle the problems surfaced in correspondence and visits involving several departments and such other knotty problems.

6. Assist the provincial party and governmental leading organs in investigating the province's correspondence and visitor problems; carry out professional guidance, organize the exchange of experiences.

7. Establish a well-rounded correspondence and visitor work system. Maintain a normalized work order in correspondence and visits, protect the legitimate democratic rights and privileges of correspondents and visitors.

Civil Air Defense Office

Primary mission:

Under the leadership of the provincial committee, the provincial government, the provincial military district and the provincial civil defense committee, consistently adhere to and implement the principles and policies of the party center, the State Council, the Central Military Commission and the State Civil Defense Committee regarding strengthening our nation's civil air defense work; in accordance with the dispositions of the resident military region civil defense committee, provide comprehensive organization to the work of civil defense war preparedness propaganda and education, facility construction, command communications, design research, materials management and cadre training; in addition, guide, oversee and investigate the status of the development and implementation of each area's civil defense war preparedness work, summarize and exchange civil defense war preparedness work experiences; realistically do well the province's civil air defense work and assist the military departments in doing urban defense work well, prepare against sudden enemy attacks, protect the safety of civilian lives and property; cut down losses to the national economy; effectively protect our fighting strength, achieve victory in future wars against aggression.

Areas of responsibility:

In time of peace:

1. Educate the broad masses in basic air defense knowledge, assist the concerned departments in doing a good job of war preparedness ideological education.

2. Draw up and organize the implementation of a program establishing civil air defense war preparedness and assist the military departments in setting up an urban defense system.

3. Draw up urban anti-air attack activities plans and organize the necessary drills.

4. Draw up and organize the implementation of a plan for the construction of civil defense facilities; assist the concerned departments in inspecting the designs for the expansion of underground air raid shelters, and investigate their status.

5. Draft a war time civilian population dispersal plan; organize the concerned departments in doing well the necessary preparatory work.

6. Draw up plans for civil air defense communications and air defense warning networks and organize the concerned departments in grasping well their implementation.

7. Organize the concerned departments to establish and train a corps of civil defense professionals.

8. Organize the concerned departments in drawing up plans for war time medical services, material preparations, supplies of water and electricity, and other such rear support measures, and then investigate their implementation.

9. Organize the concerned departments in training various types of civil defense specialized technical cadres and develop research into civilian air defense matters.

10. Be responsible for controlling civil defense outlays and materials.

In time of war:

1. Organize and command the masses to carry out dispersion and to take cover.

2. In compliance with the decisions of the local party committee and the concerned military command organ, sound air raid alarms.

3. Organize the control of lights and fires.

4. Be responsible for organizing and commanding the fighting activities of the professional civil defense corps; actively coordinate with the urban defense in fighting.

5. Command the professional civil defense corps and the masses in eradicating the effects of the air raid; assist the concerned departments in restoring normal order in production and life.

Advisory Office

Primary mission:

Under the guidance of the provincial committee and the provincial government, focusing on the province's central work in economic construction and reform, conscientiously carry out research and investigations, play the advisor's role.

Areas of responsibility:

1. Organize the study of Marxism, Leninism and Mao Zedong Thought and of the party's and state's principles and policies to raise the level of theoretical and political advice.

2. Consistently adhering to the party's and state's principles and policies, carry out investigations and research, coordinate with the concerned departments in propagandizing current events and politics.
3. Undertake the tasks assigned by the government or leaders, participate in the research on, discussions on and revisions of draft administrative rules, regulations, and decrees.
4. Participate in social investigations as necessary or possible, understand the implementation status of the government's policies and decrees, give feedback and make proposals.
5. Collect and organize documentary historical materials, write memoirs.
6. Cooperate with the concerned departments in propagandizing for the reunification of the motherland and other such work.

Organ Work Management Bureau

Primary mission:

Consistently adhering to the relevant principles and policies of the party and state, under the leadership of the provincial government and concerned departments, bear specific responsibility for supporting the organs directly subordinate to the province and be of service to them.

Areas of responsibility:

1. Be responsible for management of the drawing of and reporting on (lingbao) operational expenses and out of budget operational expenses for provincially subordinate administrative organs, political parties and organizations (dangpai tuanti), offices of the public security organs, procuratorial organs and people's courts and administrative cadre schools.
2. Be responsible for property management in the offices and bureaus directly subordinate to the province, the examination and approval of the purchase and disposition of office equipment and the examination and allocation of mass organization buying power.
3. Be responsible for the examination, approval and allocation of funds for real property management of offices and bureaus subordinate to the province, and of real estate maintenance and repair funds.
4. Be responsible for the examination and approval and disbursement of funds for capital construction plans for organs subordinate to the province.
5. Oversee conference expenditures of the provincial government, the provincial People's Congress, the provincial People's Political Consultative Conference and their internal committees, offices, and bureaus and for the support work associated with major meetings, arrange national level conferences held within the province, be responsible for arranging the food and housing for leaders, visiting delegations, Red Army veterans, and retired cadre who come to visit the province from other provinces and cities.

6. Be responsible for the allocation of cars to the provincial committee, the provincial People's Congress, the provincial government, and the provincial People's Political Consultative Conference and for the management of cars in the units subordinate to the province.

7. Be responsible for examination, approval and inspection work related to operational expenses within and outside the budget and for capital construction expenses of provincially subordinate administrative organs and for units subordinate to bureaus.

8. Bear responsibility for work related to training and professional titles of chefs and service personnel in hotels and guest houses and provincially subordinate organs.

9. Be responsible for the examination and approval of the professional titles of accounting personnel in provincially subordinate administrative organs.

10. Directly guide the professional, production, political and ideological, worker and cadre management, party building and other such work in the units subordinate to this bureau.

Mass Organizations

All-China Federation of Trade Unions

Primary mission:

Through the day to day work and healthy beneficial activities, intimately combine the party's programs, policies and mission with the desires and demands of the masses of workers to create a politically conscious movement of the masses of staff and workers.

Primary functions:

1. Closely focusing on the core of economic construction, incite, organize and develop all types of mass productive movements; promote the development of the productive forces.
2. Strengthen the corps of workers, enhance the ideological and moral quality of the working masses and the quality of their scientific culture, create a worker corps with ideals, morality, culture and discipline.
3. Represent the working masses in participating in the nation's political, economic, cultural and social management and decisionmaking, promote democratic management in the enterprises, strengthen democratic supervision of cadres, represent the workers in talks with administrative leaders.
4. Represent and protect the specific interests of the working masses, speak for the masses, work for the masses, help them to solve those real problems which should and can be solved.
5. Develop trade union organizations, strengthen the organizations, educate and manage the members of the union, train and assist the party committees in managing the trade union cadres.
6. Undertake foreign affairs activities which involve trade unions.

Communist Youth League Committee

Primary mission:

Consistent with and implementing the spirit of the instructions of the provincial committee and the league center, organize youth to study Marxism, Leninism and Mao Zedong Thought, the sciences and sociology, lead youth to play an outstanding role in the four modernizations, work diligently to create a generation of "have four" people.

Areas of responsibility:

1. In accordance with the core mission of the party and the league center's dispositions, draw up the course and mission for the entire province's leagues for each time period; be responsible for making full preparations, convene the representatives' meeting, the full committee meetings and the work meetings for the province's league.
2. Be responsible for guiding, overseeing, and inspecting the work of the league in all areas across the province; summarize, exchange and promote the league's work experiences, establish advanced models.
3. Understand and have a grasp of the status of the ideology, work, studies and lives of the youth, investigate and research the real problems in youth work, in a timely manner report on these to the provincial committee and the league center and make suggestions and proposals for solving the problems.
4. Carry out Marxism-Leninism theoretical education among the youth, educate them in ideals and morality, actively initiate the socialist new way, lead the youth in playing a vanguard role in the creation of the socialist spiritual civilization.
5. Intimately focusing on the core of four modernizations, launch all types of beneficial activities, promote scientific, social and professional studies among the youth, guide the youth in maturing in their assigned position and contributing to their profession.
6. Show concern for the development of youth, protect the legal rights of youth, actively assist the concerned departments in solving the real problems of youth, be of service to youth.
7. Assist the party committee in selecting and testing the city (prefecture) level league leading cadres, train league cadres above the county level, be responsible for the assignment and dismissal of department and section level cadres within the provincial committee organs, understand and have a grasp on the status of changes among the professional cadres at all levels, in a timely manner put forward suggestions for adjustment and fulfillment.
8. Strengthen the ideological and organizational build-up of the league.
9. Do a good job of youth united front work, unite across a broad front youth of all nationalities and strata, unceasingly expand the friendly ties with the youth of other nations, actively promote the youth travel business.

10. Run the provincial league school well; do competent research in the history of the youth movement.

11. Guide and assist the provincial youth associations and provincial student associations in promoting activities, as entrusted by the party, guide the entire province's Little Vanguard work.

12. Train the league's cadres, actively provide accredited young cadres to the party and the concerned governmental departments.

All-China Women's Federation

Primary mission:

In accordance with the party's core work and the mission of women's work for each period, guide the entire province's women's work, draw up the entire province's women's work plan, summarize and propagandize advanced experiences in women's work.

Areas of responsibility:

1. Unite all the province's women of all levels, raise the ideological and moral, scientific and cultural qualities of women; enhance their spirit of self-respect, self-confidence, autonomy and self-support.
2. Organize and mobilize the broad masses of women to actively join in reform, economic construction and social development. Actively research systemic reform of the Federation; cause the Federation to comprehensively play its role in socialist democratic political construction.
3. Protect the legitimate interests of women and children. Propagandize the role of women and reflect the ideas and demands of women to all levels of society; represent women in participating in social consultations and talks, participating in democratic management, in democratic supervision, to participate in the drafting of laws, regulations and rules which impact on women and children.
4. Strengthen research into policies impacting the women's question as well as theoretical research; promote the spread and development of the women's movement.
5. Serve the broad masses of women with heart and mind, strengthen relationships with all levels of society, prompt all levels of society to do real work and do good work for the benefit of women and children.
6. Strengthen the build-up of the basic organizational structure of the federation, expand horizontal and vertical relationships and interests. Enhance the political qualities and professional capabilities of the specialized federation women cadres, strengthen the build-up of the federation system's cadre corps, make the federation a base for the training and provision of women cadres.
7. Investigate the status of the development of women cadres in all lines of work, do well the work of discovering and recommending talented women.
8. Consolidate and broaden the patriotic united front of the women of all levels across the province. Promote the four modernizations and the great cause of reunification.

Develop both domestic and foreign exchanges with women, engage in mutual studies, promote friendship.

Literature and Arts Federation

Primary mission:

Actively promote, and in cooperation with the various literature and arts associations, organizations and committees, strengthen the unity of the entire province's writers and artists, expand the literature and arts united front, open up channels of democratic consultations and dialogue between the party, the government and all sectors of society and writers and artists, protect the legal rights and interests of writers and artists; develop artistic productive forces, promote artistic exchanges with all other provinces, cause socialist literature and arts to prosper.

Main responsibilities:

1. Organize the broad masses of literature and arts workers to study the theories of Marxism, to support the goal of the "two causes [er wei]," implement the principles of "the two hundreds ['let a hundred flowers bloom, let a hundred schools of thought contend' - Mao]" and strive to make socialist literature and arts flourish.
2. Organize writers and artists to penetrate into the daily life of socialist modernization work and reflect the spirit and mode of the times so as to create artistic works which the masses of people love to hear and see and to make contributions to the establishment of a socialist spiritual civilization.
3. Convene academic conferences in literature and art. Develop artistic exchange activities including exchanges with foreign nations and other provinces.
4. Organize the literary and artistic corps, cultivate top-notch talents, put out artistic publications; stimulate artistic endeavors.
5. Protect the legitimate rights and interests of authors, artists and the broad masses of artistic workers.
6. Open up channels of democratic consultation and dialogue between the party, government and all levels of society and literary and artistic workers; equitably develop the entire province's literature and art sector.

Science and Technology Society

Primary mission:

Under the leadership of the provincial committee and the guidance of the China Association for Science and Technology [CAST], conscientiously implement the provincial committee's instructions and the work arrangements of the CAST. Unite the entire province's science and technology [S&T] workers; actively join in the four modernizations' work; unceasingly raise the ideological and professional levels. Protect the legitimate rights and interests of S&T workers. Promote the prosperity and widespread infusion of the S&T sector. Actively take the initiative and independently be responsible for launching activities in service of the two civilizations.

Areas of responsibility:

1. In accordance with the arrangements for the party's core work and of the CAST, propose the provincial S&T Society's work principles and missions at each stage to the standing committee of the CAST, and, in accordance with the standing committee's decisions, draw up plans and measures for competent implementation.
2. In accordance with the decisions of the standing committee, be responsible for making preparations for and convene the representative conventions of the provincial CAST and the plenary committee work conferences.
3. Diligently work to enhance the quality of academic activities in order to raise the level of science and technology, solving [problems encountered in²] the four modernizations in service of S&T work [as published].
4. Actively develop and unceasingly consolidate and enhance the popularization of science and technology among the masses in rural villages, factories and mines, vocational institutes and research institutes in order contribute to the development of production, the enrichment of the economy, and the building of socialism with Chinese characteristics.
5. Develop across the board S&T advisory and S&T demonstration services, organize the broad masses of S&T workers to develop plans and proposals regarding the province's economic development and provide scientific data for leadership decisions.
6. Strengthen S&T training, develop intellectual resources, competently run S&T activities for youth.
7. Actively promote academic exchanges with other provinces and be of service in bringing in technology and talent.
8. Improve relationships with S&T workers; be concerned for their ideology, work and life; diligently do things for them and do them well and effectively; protect the legitimate rights and interests of S&T workers; actively commend outstanding S&T personnel to the party and concerned governmental departments, make the CAST the true home of S&T workers.
9. Be responsible for overseeing, inspecting and guiding the entire province's CAST work and the work of the S&T popularization organizations; lead and manage the work of the provincial level learned societies, associations and research societies, summarize, exchange and popularize their experiences, cultivate and establish models, promote the work.
10. Strengthen the ideological and organizational build-up of the entire province's specialized staff and cadre of the CAST system, competently handle their professional training.
11. Strengthen investigation and research, understand and have a firm grasp of development trends inside and outside the province in CAST, in society, and in science and technology. Competently handle publications limited

to internal distribution; exploit informational and feedback capabilities; provide reference materials and proposals to the provincial leadership.

12. Competently run the professional units subordinate to the provincial CAST.

Social Sciences Federation

Primary mission:

Study and carry out the party center's line, principles and policies, guided by Marxism-Leninism and Mao Zedong Thought, thoroughly research and propagandize the theoretical and real problems facing our nation's socialist modernization and reform, organize and coordinate the academic activities of all the province's learned societies.

Areas of responsibility:

1. Under the leadership of the provincial committee and the provincial government, conscientiously support "one center and two basic points." Consistently adhere to the line, principles and policies of the party regarding social sciences research work in order to reform and consolidate the overall work of the federation.
2. Lead and coordinate the work of all social science learned societies.
3. Provide leadership and planning for carrying on academic exchanges, run publications well, enhance the exchange of information.
4. Propagandize, study and research Marxism, Leninism and Mao Zedong Thought, spread the knowledge of social sciences.
5. Organize the evaluation and reward of exceptional work in the social sciences, recommend the results of research to those concerned.
6. Pay close attention to discovering and cultivating talented personnel, protect the legitimate rights and interests of social science workers, report appropriately their suggestions and requirements.
7. Competently compile social science academic annals, intensify research in the study of learned societies [xuehui xue yanjiu, misprint for shehui xue yanjiu—social sciences research?], competently handle the overall coordination of the two major disciplines.

Federation of Industry and Commerce

Primary mission:

Under the guidance of the party's and the state's line and principles, strengthen work guidance and ideological education in all the province's industrial and commercial basic level organizations.

Areas of responsibility:

1. Be responsible for the establishment of all basic level organizations and the development of members, understand and have a grasp of the status of the members, handle visits by and correspondence from the members,

assist the concerned departments in competently implementing policies and serving the members; at the same time, be responsible for the work of component organs related to personnel, ordinary retirement cadres, and special retirement cadres.

2. Understand and have a grasp on the ideological status of members; motivate the organizations in all locations to launch purposeful ideological education work; be in intimate contact with reality; collect, organize, propagandize and report on the advanced accomplishment of members in service to the four modernizations; be responsible for the compilation of the documents of the meetings of the federation, the professional studies of organ cadres and other such work.

3. Organize and prompt the basic level organizations to exploit the technical specialties of the members, do well the work of giving intellectual support to border regions, to the advisory service work in minority nationalities areas, and to training in the industrial commercial professions.

4. Investigate and research the collective enterprises established by all basic level organizations, summarize experiences, promote and support their healthy development; convene work conferences and experience exchange meetings as required, every quarter compile a comprehensive report on the operational status of the enterprises for submission to the federation leadership.

5. Know about and have control over members who have relationships with foreigners, organize and prompt them to make contributions to the "three importations [san yinjin]" activities; have control over the enterprises established by industrial-commercial federation organizations in all localities nationwide and the status of their advisory activities, establish economic information networks, see to the dissemination of economic information, be responsible for handling Hong Kong, Macao and Taiwan personnel as well as relevant personnel from other provinces.

Federation of Returned Overseas Chinese

Primary mission:

Under the leadership of the the Chinese Communist Party, unite and communicate with returned Overseas Chinese, relatives of Chinese and Overseas Chinese people's organizations; be the bridge and the link for the party and the government's unity with and education of domestic and foreign countrymen and compatriots.

Areas of responsibility:

1. Communicate with returned Overseas Chinese, relatives of Chinese and Overseas Chinese and their societies and organizations; report to the party and the government their suggestions and requirements; and make proposals.
2. Propagandize the policies on Overseas Chinese affairs, assist and oversee the concerned departments' implementation of all aspects of Overseas Chinese affairs.
3. In accordance with our nation's relevant laws, decrees and regulations, accept [jieshou] legal advice and provide help to returned Overseas Chinese, relatives of Chinese

and Overseas Chinese whose lawful rights and interests have been violated. Educate the returned Overseas Chinese, relatives of Chinese and overseas compatriots in complying with our nation's constitution and laws, protect the socialist legal system.

4. Actively support those Overseas Chinese who are enthusiastic to provide investment capital, technology and cooperate in the development of talent for the fatherland's four modernizations.

5. Support and assist the returned Overseas Chinese, relatives of Chinese and Overseas Chinese to establish all types of enterprises and cultural, scientific, educational or health undertakings in the fatherland.

6. Actively prompt the returned Overseas Chinese and the relatives of Chinese to participate in the building of the socialist spiritual civilization. Suppress the effects and corrosion of all types of corrupt ideologies. Commend those returned Overseas Chinese and relatives of Chinese who make contributions in the construction of the two civilizations.

7. Cooperate with the concerned departments in warmly receiving the Overseas Chinese who return here to visit relatives and friends, to visit and tour or undertake advanced studies.

8. Organize and promote research into Overseas Chinese history; develop related academic exchange activities at home and abroad.

9. Urge the returned Overseas Chinese, relatives of Chinese and Overseas Chinese to establish contact with compatriots on both sides of the Taiwan Straits and expand their mutual understanding.

10. Conscientiously carry on the correspondence and visitation work with returned Overseas Chinese, relatives of Chinese and Overseas Chinese. Be of warm-hearted service to returned Overseas Chinese, relatives of Chinese and Overseas Chinese.

Writers Association

Primary mission:

Under the leadership of the Chinese Communist Party, guided by Marxism and Mao Zedong Thought, adhering to the principle of literature serving the people and serving socialism, consistently adhering to the principle of "letting a hundred flowers bloom and a hundred schools of thought contend," fully respecting the rules of literary arts, carrying out democracy in the literary arts and protecting creative freedom, unite with and organize the authors of all nationalities and the part-time authors of the province in carrying on their creative activities; develop socialist literature and cause it to prosper; diligently

struggle to strengthen the socialist spiritual civilization and the realization of socialist modernization.

Areas of responsibility:

1. Organize the association's authors in participating in real life, launch author exchange activities within and outside the province, handle domestic and foreign authors coming to visit, commend prize winning works nationwide, organize evaluation and the awarding of prizes for literary works by the province's minorities and children; develop the members of branch associations, commend national level members to the national Writers Association; publish annually the association's "Literary Works News [CHUANGZUO TONGXUN]"; develop activities associated with the writers and entrepreneurs friendship associations [zuojia qiyepia lianyhui].

2. Research the status of the province's local literary creativity (including studies of writers and research on new works) and at the same time study the trends in contemporary literary movements, theoretical problems posed by contemporary works and the development of literary theory itself.

3. Keep in contact with and unite with the old, middle-aged and young authors of the entire province, cultivate and support new literary talents, bring prosperity to socialist literature.

Red Cross Society

Primary mission:

Within the country, abiding by the state's health and social benefits work principles, assist the government to mobilize and organize the people in launching mass type health, rescue, and socially beneficial activities in service of the nation's socialist modernization and the unification of the fatherland. Internationally, promote cooperation with the various nations' Red Cross Societies, the Red Crescent Societies and peoples' friendship [organizations] in service of world peace and the advancement of mankind.

Areas of responsibility:

1. Launch mass type health work, carry out mass type disease prevention and cure and health propaganda and education activities.

2. Participate in the propagandizing for, mobilization, organization and other related activities of peoples' blood donation work.

3. Organize work related to rescue, nursing, training, participating in accident and natural disaster relief work, in time of war, participate in the rescue and care of military and civilian wounded and sick.

4. Carry out socially beneficial and social service activities.

5. Carry out those health and social benefit services which conform to the Red Cross Society's purpose.

6. Carry out international rescue work, participate in domestic disaster relief work.

7. Strengthen relationships with the International Red Cross Organization and the Red Crescent Society, actively

carry on international friendly cooperation and technical exchanges.

8. Mail forwarding work: at present the primary responsibility is forwarding mail to Taiwan.

9. Discharge such other tasks as assigned by the government.

THE STRUCTURE OF PARTY, GOVERNMENT AND MASS ORGANIZATIONS

[Editor's note: This section contains structural tables of organization for the party, government and mass organization organs of all provinces, autonomous regions and municipalities. The entry for Hebei Province is translated as a sample of the information given. The wiring diagrams showing the subordination of the various organs have been eliminated since they essentially merely repeat the structure of the table of contents.]

HEBEI PROVINCE

Hebei is situated in northern China, north of the lower reaches of the Huang He. It covers an area of more than 190,000 square kilometers. The province has nine prefectures, nine prefectural level cities, nine county level cities, and 131 counties. Of these, the nine prefectures are Shijiazhuang, Handan, Xingtai, Baoding, Zhangjiakou, Chengde, Langfang, Cangzhou, and Hengshui; the nine prefectural level cities are Shijiazhuang, Handan, Xingtai, Baoding, Zhangjiakou, Chengde, Tangshan, Qinhuangdao, and Cangzhou; the nine county level cities are Xinji, Nanguan, Shahe, Zhuozhou, Dingzhou, Langfang, Botou, Renqiu, Hengshui. The provincial committee seat is at Shijiazhuang.

The total population of the province is 5710 (as published). The industrial-agricultural gross output value is 84.132 billion yuan, of which the industrial value is 64.066 billion yuan, the agricultural value is 20.066 billion yuan.

There are a total of 57 party and governmental organs directly subordinate to the province, of these, there are 10 party committee work departments, and 47 governmental work departments. At the time of the structural reorganization in 1983, the approved table of organization for provincially subordinate party, government and mass organs was 5,200 personnel.

Internal Structure of Work Departments

1. Party Committee Work Departments (911 personnel)

General Office (249 personnel)

- Main Department
- 2d Main Department
- Secretariat
- 2d Secretariat
- Cadre Dept
- Organ Party Committee
- Confidential Work Dept
- Confidential Communications Dept
- Administration Dept
- Finance Dept
- Security Dept

Organizational Department (119)

- Main Office
- Organ Party Committee
- Research Office

- Cadre Assignment Dept
- Party and Government Cadre Dept
- CYL Cadre Dept
- Cadre Training Dept
- Cadre Examination Dept
- Organization Guidance Dept
- Party Member Management Dept
- Economic, Scientific and Teacher Cadres Dept
- Intellectuals Work Dept
- 3-types Personnel Investigations Dept

Propaganda Department (93)

- Main Office
- Cadre Dept
- Research Office
- Theoretical Dept
- News Publishing Dept
- Propaganda Dept
- Foreign Propaganda Dept
- Party Member Education Dept
- Literature and Arts Dept
- Organ Party Committee
- Spiritual Civilization Committee Office

United Front Department (48)

- Main Office
- Cadre Dept
- Political Parties, Industry and Commerce Dept
- Nationalities and Religion Dept
- Research Dept
- Organ Party Committee
- Taiwan Work Office

Politics and Law Committee (23)

- Main Office
- Law Research Office
- Cadre Dept

Rural Villages Policy Research Office (29)

- First Dept
- Second Dept
- Third Dept
- Fourth Dept
- Fifth Dept

Research Office (47)

- Main Office
- Rural Village Dept
- Urban Dept
- Political Documents Dept
- Coordination Dept
- Internal Documents Dept
- Library Materials Office

Science Education Work Department (23)

- Main Office
- Cadre Dept
- Education Dept
- Research Office
- S&T Health Dept

Correspondence and Visitor Bureau (59)

- Main Office
- Correspondence and Visitor First Dept

Correspondence and Visits Second Dept
Correspondence and Visits Third Dept
Correspondence and Visits Fourth Dept

Retired Cadres Bureau (51)

Main Office
Settlement Dept
Service Dept
Capital Construction Dept
Health Dept
Organ Party Committee

Advisory Committee Organs (31)

Secretariat
Liaison Dept

Discipline Inspection Committee Organs (95)

Main Office
Research Office
Cadre Dept
Hearings Dept
Correspondence and Visits Dept
Discipline Inspection First Dept
Discipline Inspection Second Dept
Economic Investigations Dept
Party Main Branch Office

Provincial Organs Party Committee (44)

Main Office
Organization Dept
Propaganda Dept
United Front Dept
Provincial Discipline Inspection Committee
Provincial CYL Committee
Party Main Branch Office

II. Government Work Departments (6,255 personnel)

General Office (308 personnel)

Composite Group
Industry and Communications Group
Finance and Trade Group
S&T Group
Agriculture Group
First Secretariat
Second Secretariat
Information Dept
Rules and Regulations Dept
Retired Cadres Dept
Provincial Finance Dept
Administration Dept
Personnel Dept
New Proposals Dept
Building Management Dept
Organ Party Committee
Discipline Inspection Group
Technology Import, Utilization, and Foreign
Investment Office
Radio Control Committee Office

Planned Economy Committee (319)

Main Office
Investigations and Research Office

First General Office
Second General Office
Industrial Dept
Agriculture Dept
S&T Dept
Capital Construction Planning Dept
Trade Dept
State Lands Dept
Production Regulation Office
Security Dept
Quality Control Dept
Equipment Dept
Operations Dept
Communications, Post, Telecommunications Dept
Enterprise Management Dept
Foreign Investment Dept
Discipline Inspection Group
Political Dept
Secretariat
Propaganda Dept
Personnel Dept
Education Dept
Retired Cadres Dept
Organ Party Committee
S&T Labor Plans Dept
Materials Allocation Planning Dept
Finance and Monetary Planning Dept
Resource Conservation Office
Economic Information and Forecasts Office
Provincial Food Industry Office
Imported Equipment Approvals Office

Economic System Reform Office (19)

Secretariat
Research Dept
Coordination Dept
Research Societies

Economic and Technical Cooperation Office (25)

General Department
Technical Cooperation Dept
Economic Liaison Dept
Material Cooperation Dept

Science and Technology Committee (112)

Main Office
Personnel Dept
Organ Discipline Inspection Group
Overall Plans Dept
First S&T Dept
Second S&T Dept
S&T Research Results Dept
S&T Foreign Affairs Dept
Organ Party Committee
Financial Requirements Dept
Policy Research, S&T Management Dept
S&T Leading Small Group Office

Finance Dept (126)

Main Office
Personnel Education Dept
Budget Control Dept

First Enterprise Finance Dept
Second Enterprise Finance Dept
Agricultural Finance Dept
Investigations Dept
Foreign Economics Dept
Organ Party Committee
Personnel Stationed in Local Factories Dept
Central Enterprises Finance Dept
Administrative Finances Dept
Overall Financial Planning Dept
Accounting Services Management Dept

Labor Personnel Dept (196)

Main Office
Personnel Dept
Organ Party Committee
Retired Cadres Dept
Labor Plans Dept
Enterprise Wages Dept
Insurance Benefits Dept
Correspondence, Visits, Arbitrations Dept
Cadres Dept
Committee Structure Dept
Organ Professional Wages Dept
Labor Training and Placement Dept
Labor Protection Inspection Dept
Cadre Appointments, Dismissals, Rewards and Punishments Dept
Military-Turned-Professional Leading Small Group Office
Elderly Committee Office

Construction Committee (178)

Main Office
Labor Personnel Dept
Research Office
Urban Planning Dept
Education Dept
Finance Audit Dept
S&T Dept
S&T Equipment Dept
Plans Dept
Urban Construction Management Dept
Rural Construction Dept
Capital Construction Management Dept
Project Dept
Discipline Inspection Dept
Retired Cadres Dept
Subordinate Party Committees
Environmental Protection Bureau
Urban Housing Management Dept

Science and Technology Cadres Bureau (22)

General Office
Job Titles Dept
Cadres Dept

Public Security Dept (620)

Political Dept
Main Office
Overall Plans Dept
Confidential Communications Dept

Regulations Dept
Correspondence and Visits Dept
Traffic Control Dept
Political Security Dept
Economic Security Dept
Public Order Dept
Technical Investigations Dept
Pretrial Dept
Criminal Investigations Dept
Audit Office Discipline Inspection Group
Secrecy Committee Office

Judicial Dept (351)

Main Office
Political Dept
Organ Discipline Inspection Committee
Research Office
Plans, Finance, Equipment Dept
Propaganda and Education Dept
Notarization Dept
Lawyer Associations Committee
Legal Studies Committee
Organ Party Committee
Retired Cadres Dept
Civil Mediation Work Management Dept
Lawyer Work Management Dept
Worker Education and Cultivation Management Dept

Nationalities and Religion Committee (43)

Main Office
Political Legal Dept
Catholic Work Dept
Islam Association
Catholic Patriotic Assoc
Protestant Patriotic Association
Economic and Cultural Education Dept
Protestant, Buddhist, Daoist Work Dept

Civil Administration Office (125)

Main Office
Political Dept
Disabled Veterans Dept
Civil Administration Dept
Rural Relief Dept
Urban Benefits Dept
Plans and Finances Dept
Blind and Deaf Association
Organ Party Committee
Discipline Inspection Dept
Retired Cadres Dept
Retired Military Cadre Settlement Dept
Demobilized, Retired Military Settlement Dept

Inspection Dept (Newly Created)

Main Office
First Inspection Dept
Second Inspection Dept
General Hearings Dept
Visitor and Correspondence Dept

Audit Bureau (97)

Main Office
 Personnel Dept
 Education Dept
 Investigations Dept
 Organ Party Branch
 Industry, Communications, Enterprise, Institute
 Audit Dept
 Finance, Monetary Audit Dept
 Commerce Grain Trade Audit Dept
 Administrative Institutions Audit Dept
 Capital Construction Audit Dept

Price Bureau (60)

Main Office
 Agricultural Products Price Dept
 Price Information Dept
 Policy Research Office
 Organ Party Branch
 Light Industry Products Price Dept
 Heavy Industry Products Price Dept

Industrial Commercial Administrative Management Bureau (111)

Main Office
 Personnel Education Dept
 Market Control Dept
 Research Office
 Economic Investigations Dept
 Organ Party Committee
 Individual Economy Management Dept
 Enterprise Registration Management Dept
 Economic Contract Management Dept
 Commodity Advertising Management Dept

Standards and Measures Bureau (78)

Main Office
 Personnel Dept
 Research Office
 Overall Plans Dept
 S&T Education Dept
 Quality Inspection Dept
 Measurements Control Dept
 Standards Dept
 Industrial Products Production Permits Office

Statistics Bureau (149)

Main Office
 General Dept
 Balances Dept
 Industrial Communications Materials Dept
 Agricultural Statistics Dept
 Finance and Trade Prices Dept
 Social Statistics Dept
 Capital Construction Statistics Dept
 Statistics Investigations Dept
 Administrative Finances Dept
 Personnel Education Dept
 Organ Party Committee
 Population Census Office
 Provincial Industrial Census Office

Tax Bureau (147)

Main Office
 Political Research Dept
 Basic Level Political Work Dept
 Investigations Dept
 Personnel Education Dept
 First Tax Collection Dept
 Second Tax Collection Dept
 Third Tax Collection Dept
 Plans Accounting Dept
 Collection Management Dept
 Foreign Affairs Related Tax Matters Dept

Land Management Bureau (33)

Main Office
 Land Policy Management Dept
 Construction Land Utilization Dept
 Supervision and Inspections Dept

Machinery and Electronics Industries Office (197)

Main Office
 Labor Personnel Dept
 Talent Development Dept
 Discipline Inspection Group
 Retired Cadres Dept
 S&T Dept
 Planned Capital Construction Dept
 Planned Production Dept
 Finance Dept
 Enterprise Management Regulations Dept
 Quality Auditing Dept
 Electronics Bureau
 Organ Party Committee

Metallurgy Industries Office (208)

Main Office
 Research Office
 S&T Dept
 Planning Dept
 Finance Dept
 Audit Dept
 Production Dept
 Ferrous Metals Dept
 Safety, Environmental Protection Dept
 Metals Society
 Personnel Labor Education Dept
 Discipline Inspection Dept
 Organ Party Committee
 Retired Cadre Dept

Petrochemical Industries Office (105)

Main Office
 Personnel Labor Dept
 Audit Dept
 Finance Dept
 Technology Development Dept
 Industrial Management Dept
 Production Dept
 Capital Construction Dept
 Discipline Inspection Dept
 Retired Cadres Dept
 Organ Party Committee

Communications Dept (89)

- Main Office
- Political Dept
- Overall Transport Dept
- Plan Statistics Dept
- Labor Education Dept
- Finance Dept
- S&T Dept
- Discipline Inspection Dept
- Retired Cadres Dept
- Dept Party Committee
- Communications War Preparations Leading Small Group Office

National Defense S&T Industries Office (103)

- Secretariat
- Political Work Dept
- Supply Marketing Dept
- Construction Environmental Protection Dept
- Finance Dept
- Security Dept
- Research Dept
- Education Dept
- Retired Cadre Dept
- Enterprise Management Dept
- Organ Party Committee
- Discipline Inspection Committee
- Production Technology Mobilization Dept
- Labor Wages Technology Safety Dept
- Administration Livelihood Health Dept

Light Industries Office (158)

- Main Office
- Production Plans Dept
- Talent Development Dept
- Policy Research Dept
- Technical Renovation, Capital Construction Dept
- S&T Dept
- Finance & Prices Dept
- Organ Party Committee
- Collective Industries Dept
- Labor Personnel Dept
- Retired Cadres Dept
- Discipline Inspection Dept

Commercial Office (142)

- Main Office
- Commerce Management Dept
- System Reform Dept
- Personnel Dept
- Finance Accounting Dept
- S&T Education Dept
- Planning Dept
- Retired Cadres Dept
- Capital Construction, Storage and Transportation Dept
- Price Dept
- Commercial Policies Research Dept
- Organ Party Committee
- Audit Dept
- Discipline Inspection Dept

Forestry Office (115)

- Main Office
- Personnel Education Dept
- Plans Finance Dept
- Afforestation Dept
- Fruits and Mulberries Dept
- Forest Administration Dept
- S&T Dept
- Operations Dept
- Discipline Inspection Dept
- Organ Party Committee

Animal Husbandry and Aquatic Products Bureau (118)

- Main Office
- Plans, Materials Dept
- S&T Education Dept
- Ocean Fisheries Dept
- Livestock Production Dept
- Fresh Water Fisheries Dept
- Veterinary Dept
- Fodder and Feeds Dept
- Organ Party Committee

Water Conservancy Office (230)

- Main Office
- Plans, Materials Dept
- Labor Personnel Dept
- S&T Dept
- Capital Construction Dept
- Programs and Plans Dept
- Project Management Dept
- Farmland Water Conservancy Dept
- Hydroelectric Dept
- Foreign Aid Office
- Retired Cadre Dept
- Discipline Inspection Dept
- Organ Party Committee
- Population Relocation & Settlement Office
- Provincial Water-Land Maintenance Work
- Coordination Leading Small Group
- Office Water Conservancy Magazine Editorial Office
- Provincial Flood and Drought Prevention Command Headquarters
- Counter Economic Criminals Office

Agriculture Office (144)

- Main Office
- Labor Personnel Dept
- S&T Dept
- Plans and Finance Dept
- Production Dept
- Agricultural Machinery Management Dept
- Economic Management Dept
- Research Dept
- Retired Cadre Dept
- Propaganda Education Dept
- Organ Party Committee
- Discipline Inspection Dept

Foreign Economic Relations and Trade Office (165)

- Main Office
- Personnel Dept

General Plans Dept
Economic Technology Dept
Import Export Dept
Finance Capital Construction Dept
Materials Resource Bases Dept
Commerce Information Dept
Labor Wages Dept
International Loan Dept
Planning Center
Audit Dept
Retired Cadres Dept
Party Committee
Discipline Inspection Dept
Trade Promotion Branch Committee
Foreign Trade Management Dept

Materials Bureau (92)

Main Office
Personnel Dept
S&T Education Dept
Planning Dept
Finances Storage, Transport Dept
Overall Management Dept
Organ Party Committee
Discipline Inspection Dept
Retired Cadre Dept
Materials Study Society

Construction Materials Industries Bureau (71)

Main Office
Personnel And Education Dept
Enterprise Management Dept
General Information Dept
S&T Education Dept
Base Development Dept
Organ Party Committee

Grain Bureau (121)

Main Office
Personnel Dept
Grassroots Education Dept
Finance Accounting Prices Dept
Audit Dept
Planned Transport Dept
Grain Oil Purchase and Sales Dept
Capital Construction Materials Dept
Organ Party Committee
Discipline Inspection Dept

Township Enterprises Bureau (40)

Main Office
Production Dept
Plans Dept

Cultural Office (95)

Main Office
Personnel Dept
Research Dept
Plans Finances Dept
Culture Dept
Arts Dept
Cultural Artifacts Management Dept

Subordinate Party Committee
Discipline Inspection Dept

Press and Publications Bureau (100)

Main Office
Research Dept
Plans Finance Dept
Newspaper Control Dept
Labor Personnel Dept
Map, Periodical Dept
Copyright Dept
Circulation Dept
Printing Control Dept
Subordinate Party Committee
Discipline Insp Dept

Education Committee (156)

Main Office
Personnel Dept
Plans Finance Dept
General Education Dept
Teacher Education Dept
Adult Education Dept
Higher Education Dept
Preschool Education Dept
Foreign Affairs Dept
S&T Research Dept
Student Dept
Physical and Health Education Dept
Enrollment Office
Political Research Dept
Retired Cadre Dept
Organ Party Committee
Language and Linguistics Office

Health Office (109)

Main Office
Personnel Office
Plans and Finance Dept
Pharmaceutical Policy Dept
S&T Education Dept
Sanitation and Disease Prevention Dept
Medical Reform Dept
Health Maintenance Dept
Discipline Inspection Dept
Chinese Medicine Management Dept
Health Management Committee Office
Local Disease Prevention, Treatment Office
Retired Cadres Dept
Women Children Family Planning Guidance Dept

Family Planning Committee (51)

Main Office
Personnel Dept
S&T Dept
Propaganda Education Dept
Plans Finances Dept
Organ Party Committee

Sports and Athletics Committee (43)

Main Office
Personnel Dept
Plans Finance Dept

Propaganda Education Dept
Competitions Dept
Training Dept
Mass Sports Dept
Organ Party Committee
Discipline Inspection Dept

Broadcasting and Television Office (242)

Main Office
Personnel Dept
Administration Dept
Work Dept
Plans And Finance Dept
Technical Office
Propaganda Office
Protection Management Dept
Organ Party Committee
Discipline Inspection Dept
Audio Visual Products Control Dept

Foreign Affairs, Overseas Chinese, Tourism Office (128)

Secretariat
Personnel Dept
Foreign Affairs Dept
Reception Dept
Sister Cities Dept
Experts Dept
Tourism Bureau Propaganda Dept
Overall Management Dept
Plans Finances Dept
Domestic Tourism Dept
Overseas Chinese Dept
Liaison Dept
Overseas Chinese Propaganda Dept
Organ Party Committee
Discipline Inspection Dept
Propaganda Dept

Records Bureau (40)

Main Office
S&T Files Dept
Document Files Dept
Education Research Dept
Research Dept
Archivists Association

Civil Air Defense Office (80)

Secretariat
Personnel and Propaganda Dept
Construction Dept
Command Communications Dept
Plans and Finance Dept
Organ Party Committee

III. Mass Organizations (409 personnel)

Federation of Trade Unions (93)

Main Office
Research Office
Propaganda Education Dept
Finance Section
Production Section
Labor Protection Section

Life Insurance Section
Female Workers Section
Workers Movement Research Office
Organ Party Committee

Organization Section Provincial Communist Youth League Committee (67)

Main Office
Organization Section
Propaganda Section
Young Workers Section
Young Peasants Section
Students and Children Section
United Front Section
Research Office
Organ Party Committee

Women's Federation Committee (59)

Main Office
Organization Section
Propaganda And Education Section
Children Work Section
Social Service Section
Women & Children Research Office
Protection of Women's & Children's Legal Rights and Interests Section

Science and Technology Associations (47)

Main Office
Society Section
Popularization Section
Organ Party Committee

Federation of Literary and Art Circles (72)

Main Office
Personnel Dept
Created Works Dept
Authors' Association
Playwrights Assoc
Painters Association
Photographers Association
Musicians Association
Singers Association
Dancers Association
Calligraphers Assoc
Literature and Arts Theory Research Office
Folk Literature and Arts Research Office

Association of Returned Overseas Chinese (9)

Taiwan Compatriots Association (5)

Industrial Commercial Association (29)

Main Office
Organization Dept
Propaganda Dept
Training Dept
Liaison Dept

Association of Deaf, Dumb and Blind (5)

Islam Association (4)

Catholics Association (5)

Protestant Three-Self Patriotic Movement Association (4)

Legal Studies Association (10)

**A HISTORY OF THE CHANGES IN THE
PARTY, GOVERNMENT AND MASS
ORGANIZATIONS OF SOME
PROVINCES (REGIONS,
MUNICIPALITIES)**

*[Editor's note: This section relates primarily information
for the period 1949 - 1985 and only for selected areas: it was
not translated.]*

END OF

FICHE

DATE FILMED

30 March 1992

MT

